

APPENDIX

GROUP 3:300



Introduction

The Bid & Award Business Solution is being revised to add the bid functionality for master contracts for the OSPCM Phase 1.7 release. The bid functionality for Individual Contracts are included in this document, but will not be implemented until the OSPCM Phase 2.1 release. The Individual Contract functionality includes the New Individual Contract and CWI Substep and Exhibit "B" presentations.

The Phase I document is being modified, however, the revisions will support the Phase 2.0 process as well.

General

The BID/AWARD Business Solution Area involves three main aspects of Outside Plant (OSP) Contracts and how they are initially setup and defined in the Outside Plant Construction Management System (OSPCM). These aspects are the contract itself, potential contractors with associated information and some BellSouth parameter maintenance to administer the BID/AWARD area. These three main areas overlap but will be detailed in the document that follows. Each area will be briefly described and then broken down into the actual navigational flow through the presentation and/or process. This document works in conjunction with the presentation forms and documented VB Technical Notes.

The first main area is the contract itself. This involves the definition of the contract and specific attributes (referred to as fixed variables) about it. Part of this definition will involve the identification of the geographical area that the contract covers (referred to as Exhibit "C"). It also covers the specific Contract Work Item (CWI) codes associated with this contract. The fixed variables are information about the contract that will be used elsewhere in OSPCM to drive mechanical processes or assist in selections.

After the contract is defined and exists in OSPCM, a life cycle begins which can include termination, anniversaries, adjustment periods, extensions and expiration. Changes can be made to the contract throughout its life cycle. An existing contract will have a contractor associated with it. Prices for each CWI are agreed to between BellSouth and the contractor along with periodic adjustments. These adjustments can be manually and/or mechanically made.

The second main area involves the potential contractors with associated information. Each contractor that BellSouth may consider and/or contract with, will be defined in the system. This definition will include types of contracts this contractor can work on and where, as well as license, insurance, financial and security information. As contractors are given contracts, billing offices are established for handling day to day invoicing and payment activity. Each billing office must be defined in the system.

The third area touches the other two. It involves maintaining government Price Increase Construction (PIC) figures, BellSouth PIC figures and inspection pools. The PIC figures are used with the automatic price adjustment processes. The inspection pools are used to define a geographic area in which to monitor the performance of a contractor and

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establish some of the parameters that batch processes will use for sampling a contractor's completed work. The inspection pool and parameters must be defined in the system.

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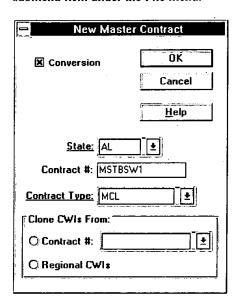
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Creating a New Contract

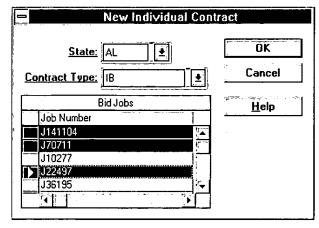
One of the first changed areas of phase 2 Bid and Award that the State Contract Coordinator will encounter is creating new contracts. In addition to Master Contracts, Individual Contracts can now be created. The user can get to these dialogs from either the New toolbar button on the desktop or the new submenu item under the File menu.



- The intention group box is replaced by a single check box, labeled Conversion.
- If the user clicks Conversion, then Items, Usage, Bid Package, Bid Input from disk, and Bid Comparison) are disabled.
- If the user unclicks Conversion, then the contract # is generated by the system. Otherwise, the user must specify a contract number.
- In clone Regional CWIs, copy only those CWIs in effect today whose section code matches one of the section codes associated with this type of contract.

| • | The Intention group box |
|---|-------------------------|
| | is removed. |

- Contract # will always be system generated.
- Contract type lists the Individual Contract types.
- When the user selects the State, the Bid Jobs grid populates with all "bid at large" jobs for that state.



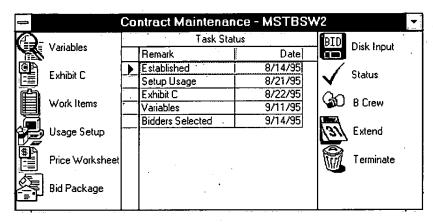
• The user must select at least one and can select more than one job to be associated with this Contract.

| Functions Enabled | Functions Disabled |
|--|---------------------------------------|
| Variables, Contractor Work Items, Price | Exhibit C, Usage Setup, B-Crew, Joint |
| Worksheet, Bid Package, Disk Input, Terminate, | Trench, and Extend |
| and Status. | |



Contract Maintenance

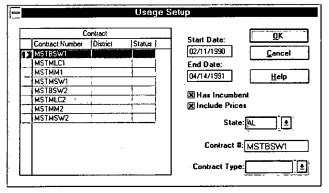
After opening or creating a Contract, The State Contract Coordinator will see this Program Group and Task Status grid. By double-clicking on the various icons in the program group, the user can reach the corresponding screens of Bid and Award Contracts.



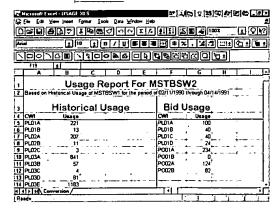
- This task status grid is maintained by the system.
- The date is updated with today's date every time the user saves work in Bid and Award.
- Task remarks for disabled functions will be greyed out.



- Double-clicking on Usage Setup causes this dialog to appear.
- This dialog works very similar to the Open Contracts dialog.
- Clicking the "Has Incumbent" check box makes the date range and contract number mandatory.
- Clicking the "Include Prices" check box causes a price column to be generated on the spreadsheet.
- After pressing OK, the user is taken to the Usage Setup and Conversion Excel Workbook.





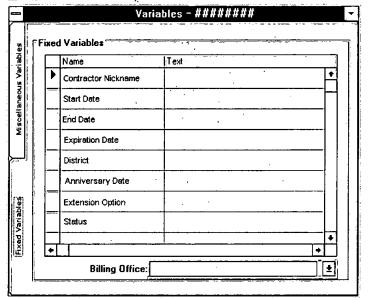


- If this contract has an incumbent contract, then Historical Usage will be populated with the CWIs and usage figures from that contract. Otherwise, those columns will be blank.
- The Bid CWIs come from this contract.
- If Bid CWI = Historical CWI then set Bid Usage to Historical Usage.
- The user gets some extra columns in the Historical Usage Pane for his own figuring.
- The Bid Usage information is used to populate the input price worksheet when the user returns to Bid and Award.

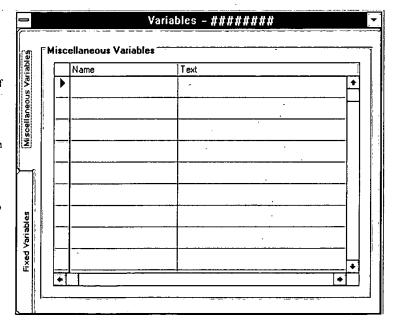
Variables



The State Contract Coordinator uses this two-tabbed form to build the variable contract information for both the master and individual contracts. The user gets here through the Variables icon on Contract Maintenance.



- The fixed variables are used in the parameterized substitution part of contract generation.
- They are also used by the rest of Bid and Award in the execution of its business rules.
- The first column contains the names of the parameters. The second column contains the values. The user is not allowed to edit the first column.
- See the next page for a summary on which fields are mandatory.
- The State specified on the New Dialog will be placed as a fixed variable here.
 Here it is read-only.
- There will some some extra fields added here.
- The status field can contain a wider variety of values.
- Penalty Fees and Due Days fields will remain optional for phase 2.
- This is how the substitution works. Every instance of <Start Date> in each document of the printed contract will be replaced with what the user entered in the text collumn of the Start Date row.
- Fixed Variable parameter substitution will occur before Miscellaneous Variable substitution.
- Conractor Nickname is no longer mandatory for saving this tab if the intention is to bid. When the user clicks the Award
 Contract checkbox on the Input Price Worksheet form, the Nickname in the text box portion of the combo will be used to
 populate the Contractor Nickname field on this form.
- The miscellaneous variables are also used in the parameterized substitution part of contract generation.
- This is how the substitution works. If the user enters JOE in the Name collumn and SMITH in the Text collumn, then every instance of <JOE> in each document of the printed contract will be replaced with SMITH.
- The first column contains the names of the parameters. The second column contains the values. Both columns are editable by the user who can also delete and insert rows as well as modify them.
- The user should not include the field parameter delimiters ('<' and '>') in either column of this form. The delimiters should be used in the Word Document.



Fixed Variable Requirements Logic Summary

| Fixed Variable Name | Notes |
|---------------------------|--|
| Coordinator SSN | Mandatory |
| State | System Generated |
| Nickname | Required when intention is Convert |
| Billing Office | Required when intention is Convert |
| Start Date | Required for Master Contracts |
| End Date | Required for Master Contracts |
| Expiration Date | Required for Master Contracts |
| District | Mandatory |
| Anniversary Date | Required for Master Contracts |
| Incumbent | System Generated when user performs Usage Setup |
| Usage Setup Date | System Generated when user performs Usage Setup |
| Jobs | System Generated when user performs New Individual |
| Extension Option | System Generated |
| Status | System Generated |
| CWIs Activated | System Generated |
| Not to Exceed Amount | Applicable only to individuals. |
| Total Contract Cost Per | Mandatory |
| Authorization | |
| Total Line Clearance Cost | Mandatory |
| Per Authorization | |
| BSW Penalty Ind. | Optional |
| FL Penalty Ind. | Optional |
| Penalty Billing Age Days | Optional |
| BSW Quality Fee Amount | Optional |
| BSW Billing Fee Amount | Optional |
| FL Quality Fee Amount | Optional |
| FL Billing Fee Amount | Optional |
| LC Quality Fee Amount | Optional |
| LC Billing Fee Amount | Optional |
| MM Quality Fee Amount | Optional |
| MM Billing Fee Amount | Optional |
| IC Quality Fee Amount | Optional |
| IC Billing Fee Amount | Optional |

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Exhibit "C"

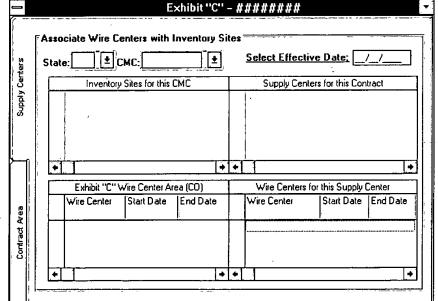


The State Contract Coordinator uses this two-tabbed form to build the Exhibit "C" portion of the contract information for Master Contracts. The user gets here through the Contract Toolbar.

| | | | Select Effective D | ate: | /_/ | | |
|---|----------|-------------|--------------------|-------------|-------------|---------------------------------------|----------|
| ľ | 56 | elect From | | | | CMC List | |
| | | State: | <u> </u> | | Name Desc. | | |
| | | Clone From: | <u>•</u> | | | | - |
| | <u> </u> | CMC Wire | : Center Area (CO) | | Exhibit "C" | Wire Center Area | (CO) |
| | | Wire Center | Start Date End D | ate | Wire Center | Start Date | End Date |
| | | | | | | · · · · · · · · · · · · · · · · · · · | |
| | | | | | | | |

- The Contract Area tab allows the user to specify the Wire Centers for this contract.
- the contents of the lower right hand grid will eventually end up in the exhibit "C" area of the printed contract (hence the name).
- Select all functionality is added to the two bottom grids.

- Select State to populate CMC
- Select CMC to populate Inventory Sites.
- Click on Inventory Site to copy it over to Supply Center.
- Click on Supply Center and the list of Wire Centers already associated with that Supply Center will appear in the lower right hand grid.
- Supply Center rows can also be deleted.



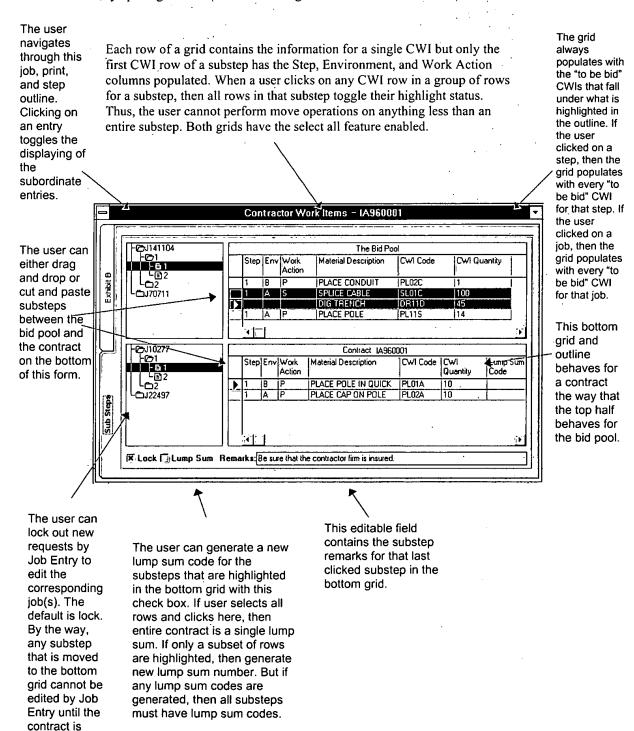
- Click on Exhibit C Wire Center to move it over to Wire Centers for this Supply Center.
- Click on Wire Centers for this Supply Center row to move it back to the Exhibit C Wire Center grid.
- Rows in the lower right hand side grid (Wire Centers for this Supply Center) will eventually become the "Boundaries Of Contract Area" part of Exhibit "C".
- The bottom two grids have select all functionality.

awarded.

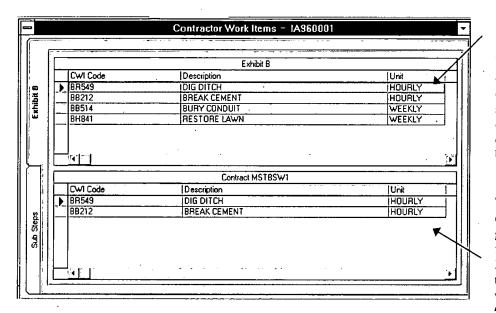
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Contractor Work Items Screen

A State Contract Coordinator uses this screen to move CWI items between the common bid pool (which contains what the engineer has marked as contractor work) and one or more Individual Contracts. This screen has two tabs. The Substep tab contains what eventually ends up on the Exhibit "A" portion of the contract. The Exhibit "B" tab is used for the Hourly Rates part. The user can get to this screen by opening the Contract and clicking on the Work Items icon on Contract Maintenance.



The user can add hourly rate, Exhibit "B", items to an Individual Contract using this tab of the Contractor Work Items screen. The top grid lists all of the Exhibit "B" CWIs that are available for this Contract.



The user clicks on a row in this grid to copy an entry to the bottom grid. This copy happens only if the selected entry does not already exist in the

The user clicks on a row in this grid to remove it from the list of Exhibit B CWIs to be associated with this

The user enters the associated price information for both tabs through either the Price Worksheet screen (if manual input required) or the Disk Input screen (if Bidder uses the mechanized bidding Excel Workbook).

These figures do not enter into the bid calculation. Instead, they are used only if the awarded contractor encounters cost over-runs that are beyond his or her control.

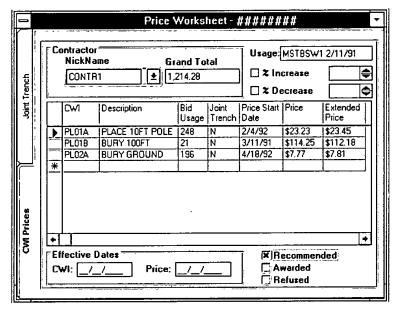
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The Input Price Worksheet

\$

This form is used by the State Contract Coordinator for many reasons. It allows access to the essential data behind each contractor's bid (Master & Individual). It allows the Coordinator to control the status of the bids and to award the contract. The user gets here from the

Contract Toolbar.



- Here is a modified version of the phase 1 screen.
- This form is now a tabbed form where the CWI price worksheet shares the form with a Joint Trench tab.
- o The Usage panel has been replaced with a read-only text box containing select calculation Usage Setup.
- To pull up the bid for a particular contractor, simply select that contractor's nickname in the NickName combo box.
- The Remarks field has been removed.
- The Activate CWIs check box has been replaced with the Contract Status check box group.
- This screen behaves the way it did in phase 1 for non-bid Master Contracts.
- Grand Total is the sum of the products of Bid Usage and Price (except for Lump Sum).
- The Actual Usage and Project Usage columns have been replaced with a Bid Usage column.
- The column Joint Trench has been added to indicate need for joint trench CWI codes on the contract.
 This is a toggle between Yes or No. The default is No. See the Joint Trench Tab area for more details.
- % Increase, % Decrease, and Effective Dates are disabled until CWIs are activated.
- Extended Price is the product of Bid Usage and Price.
- All columns have been activated but only the Price column is editable for Individual contracts.
- For Master Contracts, these controls cannot be changed once the contract is in effect.
- For Individual Contracts, these controls cannot be changed once a contractor has been awarded.
- See the chart below for the meanings of the Contract Status check boxes at the bottom of the screen.

| State Status | Action | Effect | Next State |
|--------------|-----------------------|---|-------------|
| Pre Bid | Bid Package Produced | Screen fully functional. | Bid |
| Bid | Recommended Checked | Uncheck any other bid that is recommended. User can now edit this particular bidder's version of the bid. | Recommended |
| Bid | Refused Checked | | Refused |
| Recommended | Recommended Unchecked | This bidder is no longer recommended. | Bid |
| Recommended | Awarded Checked | CWIs will be activated when Contract comes into effect. | Awarded |
| Recommended | Refused Checked | | Refused |
| Awarded | Awarded Unchecked | Bidder is still Recommended | Recommended |
| Awarded | Refused Checked | | Refused |
| Refused | Refused Unchecked | Bidder is eligible to be Recommended | Bid |

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- This is the Joint Trench tab.
- Nickname, Grand Total, and Usage are the same as what is on the CWI Prices tab.
- What the user selects in the NickName combo box of either tab affects what will be displayed in both tabs.
- These percentages are either input automatically with the bid disk or input manually by the State Contract Coordinator.
- These percentages affect the prices for Joint Trench CWIs by generating behind

| | | Price Worksheet - | ####### |
|--------------|--------------------------|-------------------------------|-------------------------------------|
| | Contractor NickName | Grand Total | Usage: MSTBSW1 2/11/91 |
| Joint Trench | CONTR1 | 1,214.28 | |
| Joint | C RellSouth Telecommunic | cations Inc. will nau its Co. | ntractor under the following terms. |
| ; | Joint agreement with ONE | | % of the corresponding item number. |
| | Joint agrement with TWI | OUTILITIES 30.00 | % of the corresponding item number. |
| CVM Prices | Joint agrement with THF | REE UTILITIES 20.00 🚖 | % of the corresponding item number. |
| | Joint agrement with FOU | R UTILITIES 10.00 | % of the corresponding item number. |

the scenes CWIs for each visible CWI with a Joint Trench indicator of Y.

• Whenever the user changes a Joint Trench CWI, the system recalculates the behind-the-scenes CWIs. Here is an example...

| CWI | Price | 1 |
|--------|--------|----------|
| PL01A | 100.00 | 4 |
| 1PL01A | 50.00 | |
| 2PL01A | 30.00 | |
| 3PL01A | 20.00 | ' |
| 4PL01A | 10.00 | |

The user sees PL01A in the Input Price Worksheet and enters in a price of \$100 after the Joint Trench Info (see above) has been entered.

The prices for these behind-the-scenes CWIs are calculated automatically based on the above Joint Trench percentages.

 The Start and End Dates for these behind-the-scenes CWIs are also affected whenever the user changes the Worksheet price of a Joint Trench CWI or toggles the Joint Trench indicator on the Worksheet.

| Worksheet Operation | CWIs Activated | Price in Effect | Joint Trench | Resultant Action |
|-------------------------|-------------------|--------------------|-----------------|--|
| Toggle Joint Trench On | No | No | No | Create behind-the-scenes CWIs for the entire length of the contract. |
| | Yes | No | Yes | Update prices for existing behind-the-scenes CWIs using Effective Dates group box for the Start Dates |
| | Yes | Yes | No | Create behind-the-scenes CWIs using Effective Dates group box for the Start Dates. |
| Toggle Joint Trench Off | No | No | Yes | Delete behind-the-scenes CWIs. |
| | Yes | No | Yes | Delete behind-the-scenes CWIs. |
| | Yes | Yes | Yes | Update behind-the-scenes CWIs using Effective Dates group box for the End Dates. |
| Change Price | No | No | Yes | Update prices for existing behind-the-scenes CWIs. No change in date range. |
| | Yes | No | Yes | Update prices for existing behind-the-scenes CWIs using Effective Dates group box for the Start Dates. |
| | Yes | Yes | Yes | Create behind-the-scenes CWIs using Effective Dates group box for the Start Dates. Be sure to End Date previuosly existing behind-the-scenes CWIs. |

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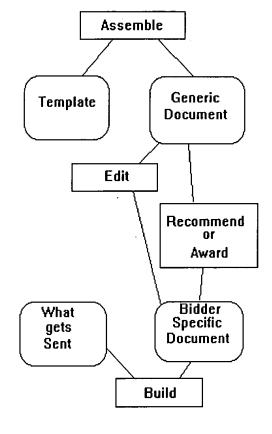
The Bid Package

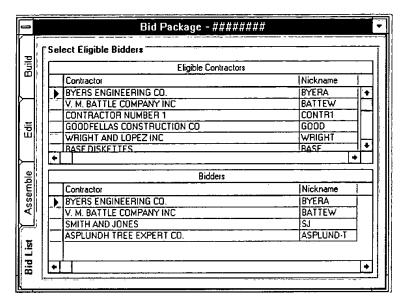
The State Contract Coordinator uses this tabbed presentation to assemble and generate the Bid Packages for the prospective bidders. The List tab is used to select which contractors will receive a bid package for a particular contract. The Assemble tab is used to select which

documents will go into the bid package. The Edit tab allows the user to edit a document. The Build tab is used to actually generate the packages. The user gets here from Contract Maintenance. Here is a brief summary of Document Flow-Through.

Contract Document Flow

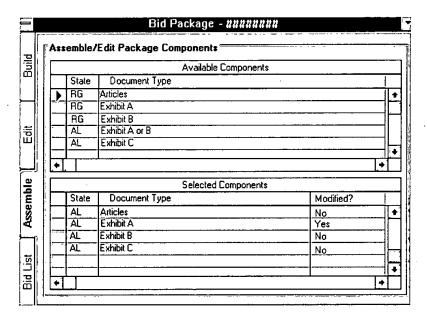
- 1. The Assemble function takes the template as created via the regional contracts executable and uses it to create a new document. This document is generic in that it is applied to all bidders of this contract.
- 2. At this time, the edit function allows the user to modify this generic document.
- 3. When the user clicks Recommend or Award, then a bidder specific document is made from the generic document.
- 4. At this time, the edit function allows the user to modify the bidder specific document.
- 5. The build function always takes either the generic document or the bidder specific document and applies parameter substitution to build what is actually sent out. This version is never edited by the user.
- 6. In the Assemble tab of the bid package, the bottom grid has a new field called modified. What this field indicates is if a generic version of this document has been generated or not. When the user recommends or awards a bidder, then this tab along with bid list becomes read-only.
- In the Price Worksheet, if the user unclicks the recommended or awarded check boxes and presses save, then any documents specific to that bidder get deleted.
- Any documents that are not part of the awarded contract get deleted six months after the contract is awarded.
- 9. This process is applicable to every document type and contract type except for Individual Contract Exhibit "A". This document will be printed directly from the Excel Worksheet.





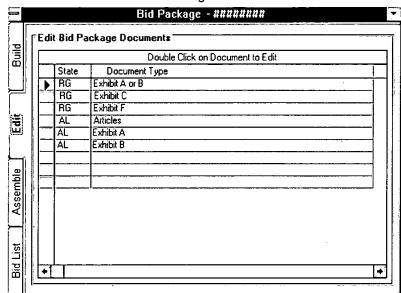
- Clicking on a row in the Eligible Contractors grid copies that row to the Bidders grid only if that entry is not already in the Bidders grid.
- A warning message is displayed if the statement or security dates for the contractor have expired.
 This is done at save time.
- Clicking on a row in the Bidders grid removes that row from the Bidders grid.
- The contractors in the Bidders grid are being selected for bidding.

- Available Components are documents created in Regional Contracts for this contract type and date range.
- Clicking on a row in the Available Components grid copies that row to the Selected Components grid only if that entry is not already in the Selected Components grid.
- Clicking on a row in the Selected Components grid removes that row from the Selected Components grid.



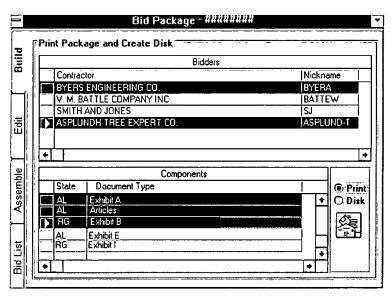
- The components in the Selected Components grid are considered a part of this bid package.
- The State Contract Coordinator can choose between Regional and State documents if the Regional Contract Coordinator has provided such a choice.
- The Selected Components grid cannot contain both regional and state versions of the same document.
- What is in the Selected Components grid at the bottom of this tab will be what is available in the Edit and Build tabs.
- The modified column in the Selected Components grid indicates whether or not the user has modified this document.
- Both of these tabs become read-only once prices are input for this contract.

- This tab allows the user to edit a document that is a part of the bid package.
- This list comes from the same source as the Selected Documents grid on the Assemble tab.
- To edit a document, simply double-click on the row that represents that document.
- After that, the user will be in Word with the document.



Which document will be edited depends on the status of the contract. If a bidder has
been recommended or awarded, then that bidder's version of the document will be
what is brought into word. Otherwise, the prebid version is brought into word.





- The user generates the bid package by selecting which bidders to generate packages for with which components.
- A bidder is selected by clicking on the row for the bidder in the top grid.
- A component is selected by clicking on the row for that component in the bottom grid.
- Both of these grids support multi-select and select/deselect all functionality.
- To print a paper copy for each bidder, the user makes sure that the Print radio button is checked. Mailing labels are generated also.
- To generate a bid worksheet disk for each bidder, the user makes sure that the Disk radio button is checked. Both floppy disk labels and mailing labels are generated also.
- Engineering lock for all jobs associated with this contract turn on after a successful build.
- If neither radio button is checked, then there is nothing to build.
- With Master Contracts, the exhibits are generated using parameter substitution from the Price Worksheet of a Word document based on a prebuilt template from the Regional Contract Coordinator.
- With Individual Contracts, the exhibits are generated from scratch with the data from the Contractor Work Item screen. The prebuilt template for each Individual Contract exhibit is minimal.
- The documents or disks get generated when the user presses the paper and disk button.

Status



This form allows the State Contract Coordinator to track the status of the various bidders in a contract. The user can get here by clicking on the Status icon in Contract Maintenance.

- The user clicks on an entry in the Contractors grid.
- The status grid populates with all of the status entries for that contractor.
- Neither grid is editable by the user. The system generates all values based on both user tasks and the Input Price Worksheet's Recommended, Awarded, and Refused check boxes.
- The user can add additional contractors through the List tab of the Bid Package form which is detailed

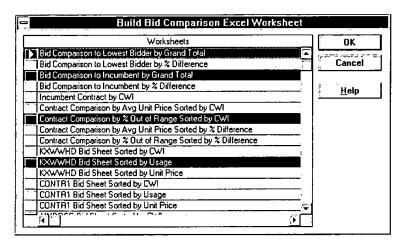
| | Contract Bid Status - ####### | | | | | | | | | |
|-------------|-------------------------------|-----------------------------------|---------------|----------------|------------|----------------|--|--|--|--|
| į | Cont | ractors | | | Status | | | | | |
| | Nick Name | Contractor | | Bid Status | Date | Time | | | | |
| | CONTR1 | The Ubiquitous Test Contractor | • | Pre Bid Bid | 08/14/1991 | 14:14 08:47 | | | | |
| | JJNDRSG | JJ and Drivers Grouters | * | Recommended | 09/11/1991 | 11:14 | | | | |
| | HKFDTS1 | Hick Food Tasters 1 | - | ! | | <u></u> | | | | |
| | KXWWHD | K Xanier, Wilcons and | | | | | | | | |
| * | | | | | | | | | | |
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- There needs to be a daily run batch job that checks to see if any Master Contracts need to have their CWIs activated. This occurs for any Contracts in the system with an awarded bidder and whose Start Date is tomorrow. For Individual Contracts, this happens when the user checks the Award check box on the Price Worksheet and saves. When that happens, this batch job should go through all of the status's of each bidder for this contract and make the following changes...
- If the latest status is Bid and no price information has been associated with this bid, then add a new bid status of "declined" to this bidder.
- If the latest status is Bid and there exists price information for this bid, then add a new bid status of "rejected" to this bidder.

| Status | Meaning |
|-------------|--|
| Pre Bid | Bid Package has not been produced yet. |
| Bid | The contract has not gone into effect and the package has been produced and either this bidder has not been recommended or this bidder has been unrecommended or this bidder has been unrefused. |
| Recommended | This bidder has been recommended. The user can now edit this bidder's specific bid package. |
| Awarded | This bidder has been awarded. The user can continue to edit this bidder's specific bid package. |
| Refused | This bidder has been refused. |
| Rejected | The contract has gone into effect and there are prices input into the system for this bidder yet another bidder was awarded the contract. |
| Declined | The contract been awarded to another bidder and has gone into effect but this bidder never had any prices input into the system. |

Bid Comparison

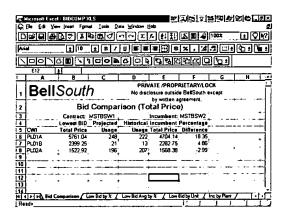
To aid in his or her recommendation of a bidder for the contract, the State Contract Coordinator has available a series of reports in Microsoft Excel format. Each report is a worksheet in an Excel Workbook for that particular contract. For Master Contracts, the user sees the following dialog after pressing the Bid Comparison icon in Contract Maintenance. This dialog is not neccessary for Individual Contracts. Since there is only one report for Individual Contracts (which compares all bidders against the lowest bidder by percent difference), the user is taken directly to the Excel worksheet.



- The user clicks on the desired worksheets to build or rebuild in the workbook.
- Pressing OK causes the Excel Workbook to appear with the selected worksheets rebuilt.
- If the user selects no rows in the grid and presses OK, then just the current workbook appears with no changes.



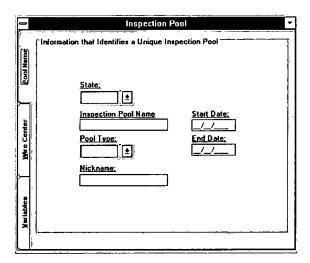
 After the user is in the Excel Workbook, he or she can exit back out of Excel to Bid and Award or keep in Excel and bring up another report by clicking on the tab for that particular worksheet.



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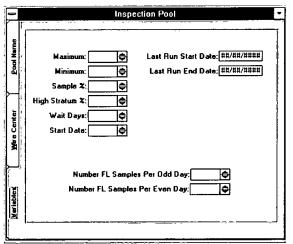
Inspection Pool

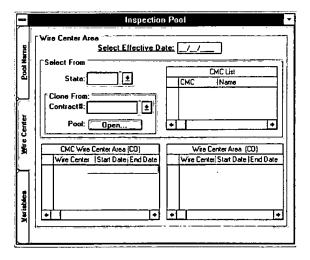
The State Contract Coordinator sets up the Inspection Pools for each Contractor. He or she gets to this screen through the Open or New toolbar buttons on the desktop. This document only details the few changes that will be occurring to Inspection Pools for phase 2 Bid and Award.



- The Name tab now includes an End Date in addition to a Start Date.
- This date range continues to be editable after creating the Pool.
- Changing the End Date also changes the End Dates of the Wire Centers in the Inspection Pool area.
- More Pool Types will be added to the Pool Types combo box.

- The percent field now reads as Sample percent.
- A new field is added called the High Stratum percent.



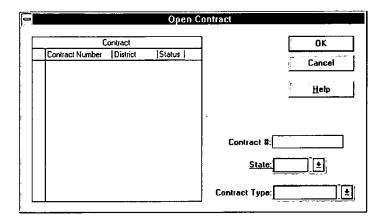


• The only change here is that the user can select all in the two grids at the bottom of this tab.

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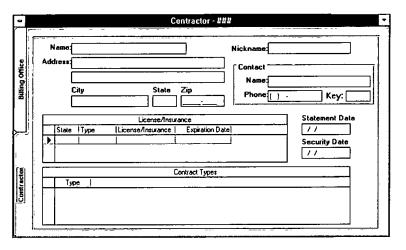
Miscellaneous Changes

There will be only a few other changes for the phase 2 version of Bid and Award from the that of the phase 1 version.



- Open Individual Contract and Open Master Contract has now been combined into a single Open Contract. Both master and individual contract types now appear in the contract type combo.
- The intention group box has been deleted from this dialog. It is not really necessary because the intention is set when the contract is created.

- Statement Date and Security Date are now mandatory.
- Key field is added.
 This is used as the password to protect the bidder's floppy disks. This field is editable by the regional contract coordinator only. It is read-only for the state contract coordinator.



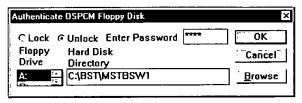
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The Bidder's Experience

A bidder receives either an automated Bid Package or a manual one. For the bidder to receive an automated Bid Package, he or she must have a PC running Microsoft Windows 3.1 (or better) and Microsoft Office 4.0 (or better). Otherwise, the bidder must receive a manual Bid Package.

The Automated Bid Package

In the automated Bid Package, the bidder receives one or more DOS formatted floppy disks. The information on each disk is encrypted using a special password that only the State Contract Coordinator and each individual bidder knows. The bidder runs a



program on each disk that un-encrypts the disks contents once the bidder provides the special password. Once un-encrypted, the disks contain locked Microsoft Word documents of the Articles, Exhibits, etc. representing the contract to be bid on. The bidder also receives an Excel Workbook where the bidder

| | | | | Work Co | ntent | | |
|----------|----------|----------|--------|--------------|-------|---------------|---------|
| Contract | # INDB | SW1 | | | Titl | θ: | |
| Job | s: J1027 | 77, J224 | 97 | | | | |
| | | | Work | Material | CWI | CWI | CW |
| Job | Print | Step | Action | Description | Code | Description | Quantit |
| J10277 | 1 | 1 | Р | ALUM CONDUIT | PL02C | PLACE CONDUIT | |
| | | | S | COPPER 4 PLI | SL01C | SPLICE CABLE | 10 |
| | | 2 | P | 10 FT POLE | PL1AC | PLACE POLE | |
| | | | P | ANCHOR | AN12C | BURY ANCHOR | |
| J22497 | 1 | 3 | Р | | D12F7 | DIG TRENCH | |

inputs the bid. For an individual contract, the workbook contains the Work Content, the Contractor Bid Prices, and the authorization page. The work content sheet details the work required for each substep that the contract

is to cover. The Contractor Bid Prices worksheet lists the types of work (CWIs) and the quantity. It is this sheet that the bidder enters the bid prices. For a master contract, the workbook contains the bid sheet, a join trench agreement, and the authorization page.

| BellS | South Telecommu | unicati | | | |
|---------|--------------------|---------|----------|--------|----------|
| Contrac | t#INDBSW1 | Title: | | 1 | |
| Job | s: J10277, J22497 | | | | |
| CWI | CWI | CWI | CWI | Unit | Extended |
| Code | Description | Qty | Unit | Price | Price |
| PL01A | PLACE 10FT POLE | 248 | hourly | 22.21 | 5508.08 |
| PL01B | BURY 100FT CONDUIT | 21 | weekly | 114.25 | 2399.25 |
| PL02A | BURY GROUND ROD | 196 | per foot | 7.77 | 1522.92 |
| | | | 1 | | |

| BellSouth Telecommunications | | | | | |
|--|------------------------|-------------|--------------|------------|------------|
| Joint Trench Agreement for Contract: MSTBSW1 | | | | | |
| Bellsouth Telecommu | nications, Inc. will p | ay its Cont | ractor under | the follow | ing terms. |
| Joint agreement with | ONE UTILITY | 50% | of the corre | sponding i | item numbe |
| Joint agreement with | TWO UTILITIES | 30% | of the corre | sponding i | item numbe |
| Joint agreement with | THREE UTILITIES | 20% | of the corre | sponding i | item numbe |
| Joint agreement with | FOUR UTILITIES | 10% | of the corre | sponding i | item numbe |
| | | | T | |] |

After completing the bid, the bidder should print the authorization page, sign it, and return this page along with two signed originals of the last page of the contract itself.

For an Individual Contract bid that uses Lump Sum Codes instead of Unit Price Codes, the bidder will experience a different Excel Workbook. The bidder will type prices only in the cells of the Lump Sum Price column that correspond to the group of substep CWIs that are lumped together.

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Bid and Award

A Preliminary Business Solution Document Detailing What's New for Phase 2

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|---|----|----|
| н | ٠. | 11 |

The bidder also gets the chance to enter Exhibit "B" hourly rates for Lump Sum Individual Contract hids. These figures are not applied against the total. Nor are entracted hids determining the lowest bidder. They are used to figure out-what to pay-the-awarded contractor if that contractor is that contractor is expectable to circumstances outside of his or her control.

When the bidder wishes to send the bid back to the State Contract Coordinator, he or she runs the special software included on one of the disks that encrypts the Excel Spreadsheet. That disk is then mailed back to the State

Signed:
Tue

Spreadsheet. That disk is then mailed back to the State

Charlie on the state of the articles, and return two originals of the signed last page. If this bid from hyperded the quetract, then both original copies of the returned last page are swint one of the returned last page are swint on the swint of the returned last page are swint on the swint of the returned last page are swint on the swint of the returned last page are swint on the swint of the returned last page are swint on the swint of the returned last page are swint or the returned last page

Contractor detail screen of Bid and Award. The disk's files

The Manual Bid Backage is ever executed.

In the manual Bid Package, the bidder receives paper copies of all of the contract documents. He or she fills out the appropriate exhibits and signs the last page of the articles. These documents are returned to the State Contract Coordinator who must then manually enter them into the system using the CWI Prices and Joint Trench tabs located on the Price Worksheet screen of Bid and Award.

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BellSouth



A Preliminary Business Solution Document Detailing What's New for Phase 2

Introduction

The Bid & Award Business Solution is being revised to add the bid functionality for master contracts for the OSPCM Phase 1.7 release. The bid functionality for Individual Contracts are included in this document, but will not be implemented until the OSPCM Phase 2.1 release. The Individual Contract functionality includes the New Individual Contract and CWI Substep and Exhibit "B" presentations.

The Phase I document is being modified, however, the revisions will support the Phase 2.0 process as well.

General

The BID/AWARD Business Solution Area involves three main aspects of Outside Plant (OSP) Contracts and how they are initially setup and defined in the Outside Plant Construction Management System (OSPCM). These aspects are the contract itself, potential contractors with associated information and some BellSouth parameter maintenance to administer the BID/AWARD area. These three main areas overlap but will be detailed in the document that follows. Each area will be briefly described and then broken down into the actual navigational flow through the presentation and/or process. This document works in conjunction with the presentation forms and documented VB Technical Notes.

The first main area is the contract itself. This involves the definition of the contract and specific attributes (referred to as fixed variables) about it. Part of this definition will involve the identification of the geographical area that the contract covers (referred to as Exhibit "C"). It also covers the specific Contract Work Item (CWI) codes associated with this contract. The fixed variables are information about the contract that will be used elsewhere in OSPCM to drive mechanical processes or assist in selections.

After the contract is defined and exists in OSPCM, a life cycle begins which can include termination, anniversaries, adjustment periods, extensions and expiration. Changes can be made to the contract throughout its life cycle. An existing contract will have a contractor associated with it. Prices for each CWI are agreed to between BellSouth and the contractor along with periodic adjustments. These adjustments can be manually and/or mechanically made.

The second main area involves the potential contractors with associated information. Each contractor that BellSouth may consider and/or contract with, will be defined in the system. This definition will include types of contracts this contractor can work on and where, as well as license, insurance, financial and security information. As contractors are given contracts, billing offices are established for handling day to day invoicing and payment activity. Each billing office must be defined in the system.

The third area touches the other two. It involves maintaining government Price Increase Construction (PIC) figures, BellSouth PIC figures and inspection pools. The PIC figures

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B IISouth



A Preliminary Business Solution Document Detailing What's New for Phase 2

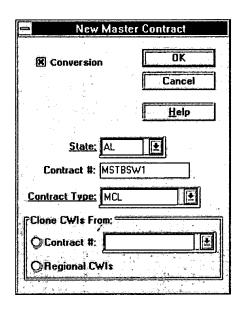
are used with the automatic price adjustment processes. The inspection pools are used to define a geographic area in which to monitor the performance of a contractor and establish some of the parameters that batch processes will use for sampling a contractor's completed work. The inspection pool and parameters must be defined in the system.

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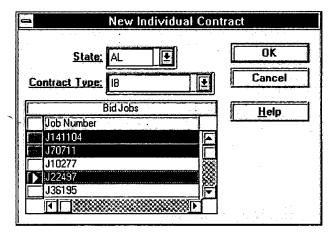


Creating a New Contract

One of the first changed areas of phase 2 Bid and Award that the State Contract Coordinator will encounter is creating new contracts. In addition to Master Contracts, Individual Contracts can now be created. The user can get to these dialogs from either the New toolbar button on the desktop or the new submenu item under the File menu.



- The intention group box is replaced by a single check box, labeled Conversion.
- If the user clicks Conversion, then Items, Usage, Bid Package, Bid Input from disk, and Bid Comparison) are disabled.
- If the user unclicks Conversion, then the contract # is generated by the system. Otherwise, the user must specify a contract number.
- In clone Regional CWIs, copy only those CWIs in effect today whose section code matches one of the section codes associated with this type of contract.
- The Intention group box is removed.
- Contract # will always be system generated.
- Contract type lists the Individual Contract types.
- When the user selects the State, the Bid Jobs grid populates with all "bid at large" jobs for that state.



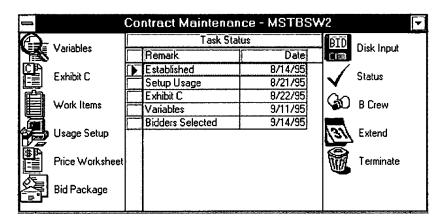
• The user must select at least one and can select more than one job to be associated with this Contract.

| Functions Enabled | Functions Disabled |
|--|---------------------------------------|
| Variables, Contractor Work Items, Price | Exhibit C, Usage Setup, B-Crew, Joint |
| Worksheet, Bid Package, Disk Input, Terminate, | Trench, and Extend |
| and Status. | |



Contract Maint nance

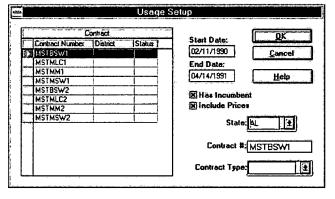
After opening or creating a Contract, The State Contract Coordinator will see this Program Group and Task Status grid. By double-clicking on the various icons in the program group, the user can reach the corresponding screens of Bid and Award Contracts.



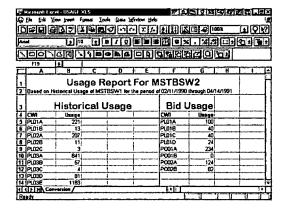
- This task status grid is maintained by the system.
- The date is updated with today's date every time the user saves work in Bid and Award.
- Task remarks for disabled functions will be greyed out.



- Double-clicking on Usage Setup causes this dialog to appear.
- This dialog works very similar to the Open Contracts dialog.
- Clicking the "Has Incumbent" check box makes the date range and contract number mandatory.
- Clicking the "Include Prices" check box causes a price column to be generated on the spreadsheet.
- After pressing OK, the user is taken to the Usage Setup and Conversion Excel Workbook.







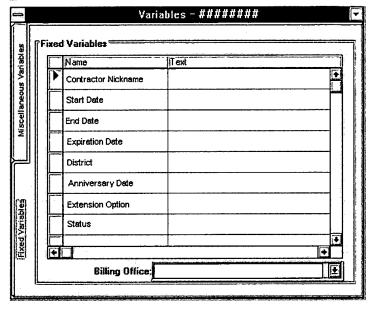
- If this contract has an incumbent contract, then Historical Usage will be populated with the CWIs and usage figures from that contract. Otherwise, those columns will be blank.
- The Bid CWIs come from this contract.
- If Bid CWI = Historical CWI then set Bid Usage to Historical Usage.
- The user gets some extra columns in the Historical Usage Pane for his own figuring.
- The Bid Usage information is used to populate the input price worksheet when the user returns to Bid and Award.



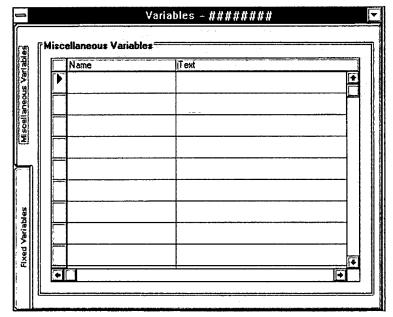
Variables



The State Contract Coordinator uses this two-tabbed form to build the variable contract information for both the master and individual contracts. The user gets here through the Variables icon on Contract Maintenance.



- The fixed variables are used in the parameterized substitution part of contract generation.
- They are also used by the rest of Bid and Award in the execution of its business rules.
- The first column contains the names of the parameters. The second column contains the values. The user is not allowed to edit the first column.
- See the next page for a summary on which fields are mandatory.
- The State specified on the New Dialog will be placed as a fixed variable here.
 Here it is read-only.
- There will some some extra fields added here.
- The status field can contain a wider variety of values.
- Penalty Fees and Due Days fields will remain optional for phase 2.
- This is how the substitution works. Every instance of <Start Date> in each document of the printed contract will be replaced with what the user entered in the text collumn of the Start Date row.
- Fixed Variable parameter substitution will occur before Miscellaneous Variable substitution.
- Conractor Nickname is no longer mandatory for saving this tab if the intention is to bid. When the user clicks the Award
 Contract checkbox on the Input Price Worksheet form, the Nickname in the text box portion of the combo will be used to
 populate the Contractor Nickname field on this form.
- The miscellaneous variables are also used in the parameterized substitution part of contract generation.
- This is how the substitution works. If the user enters JOE in the Name collumn and SMITH in the Text collumn, then every instance of <JOE> in each document of the printed contract will be replaced with SMITH.
- The first column contains the names of the parameters. The second column contains the values. Both columns are editable by the user who can also delete and insert rows as well as modify them.
- The user should not include the field parameter delimiters ('<' and '>') in either column of this form. The delimiters should be used in the Word Document.



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Fixed Variable Requirements Logic Summary

| Fixed Variable Name | Notes |
|---------------------------|--|
| Coordinator SSN | Mandatory |
| State | System Generated |
| Nickname | Required when intention is Convert |
| Billing Office | Required when intention is Convert |
| Start Date | Required for Master Contracts |
| End Date | Required for Master Contracts |
| Expiration Date | Required for Master Contracts |
| District | Mandatory |
| Anniversary Date | Required for Master Contracts |
| Incumbent | System Generated when user performs Usage Setup |
| Usage Setup Date | System Generated when user performs Usage Setup |
| Jobs | System Generated when user performs New Individual |
| Extension Option | System Generated |
| Status | System Generated |
| CWIs Activated | System Generated |
| Not to Exceed Amount | Applicable only to individuals. |
| Total Contract Cost Per | Mandatory |
| Authorization | |
| Total Line Clearance Cost | Mandatory |
| Per Authorization | |
| BSW Penalty Ind. | Optional |
| FL Penalty Ind. | Optional |
| Penalty Billing Age Days | Optional |
| BSW Quality Fee Amount | Optional |
| BSW Billing Fee Amount | Optional |
| FL Quality Fee Amount | Optional |
| FL Billing Fee Amount | Optional |
| LC Quality Fee Amount | Optional |
| LC Billing Fee Amount | Optional |
| MM Quality Fee Amount | Optional |
| MM Billing Fee Amount | Optional |
| IC Quality Fee Amount | Optional |
| IC Billing Fee Amount | Optional |

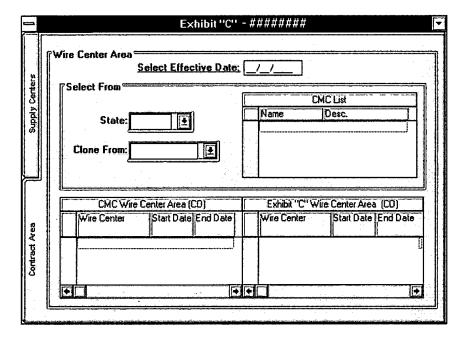
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Exhibit "C"

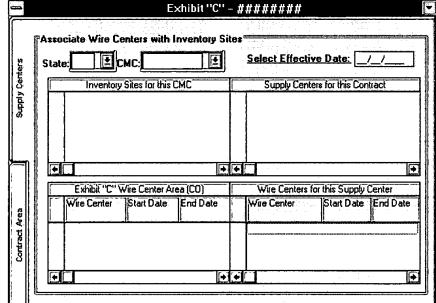


The State Contract Coordinator uses this two-tabbed form to build the Exhibit "C" portion of the contract information for Master Contracts. The user gets here through the Contract Toolbar.



- The Contract Area tab allows the user to specify the Wire Centers for this contract.
- The contents of the lower right hand grid will eventually end up in the exhibit "C" area of the printed contract (hence the name).
- Select all functionality is added to the two bottom grids.

- Select State to populate CMC
 Select CMC to populate Inventory Sites.
- Click on Inventory Site to copy it over to Supply Center.
- Click on Supply Center and the list of Wire Centers already associated with that Supply Center will appear in the lower right hand grid.
- Supply Center rows can also be deleted.

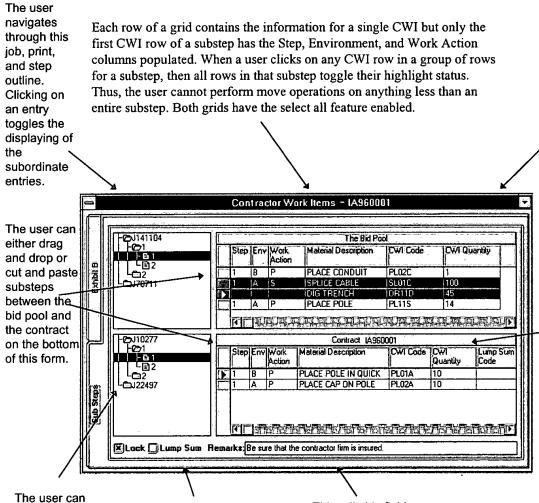


- Click on Exhibit C Wire Center to move it over to Wire Centers for this Supply Center.
- Click on Wire Centers for this Supply Center row to move it back to the Exhibit C Wire Center grid.
- Rows in the lower right hand side grid (Wire Centers for this Supply Center) will eventually become the "Boundaries Of Contract Area" part of Exhibit "C".
- The bottom two grids have select all functionality.



Contractor Work Items Screen

A State Contract Coordinator uses this screen to move CWI items between the common bid pool (which contains what the engineer has marked as contractor work) and one or more Individual Contracts. This screen has two tabs. The Substep tab contains what eventually ends up on the Exhibit "A" portion of the contract. The Exhibit "B" tab is used for the Hourly Rates part. The user can get to this screen by opening the Contract and clicking on the Work Items icon on Contract Maintenance.



The grid always populates with the "to be bid" CWIs that fall under what is highlighted in the outline. If the user clicked on a step, then the grid populates with every "to be bid" CWI for that step. If the user clicked on a job, then the grid populates with every "to be bid" CWI for that job.

This bottom grid and outline behaves for a contract the way that the top half behaves for the bid pool.

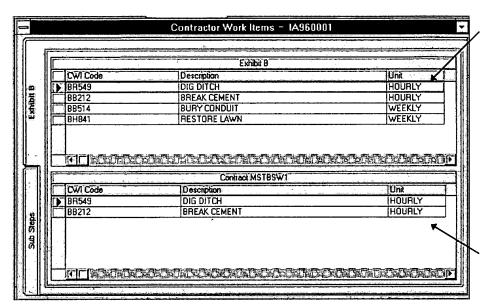
lock out new requests by Job Entry to edit the corresponding job(s). The default is lock. By the way, any substep that is moved to the bottom grid cannot be edited by Job Entry until the contract is

The user can generate a new lump sum code for the substeps that are highlighted in the bottom grid with this check box. If user selects all rows and clicks here, then entire contract is a single lump sum. If only a subset of rows are highlighted, then generate new lump sum number. But if any lump sum codes are generated, then all substeps must have lump sum codes.

This editable field contains the substep remarks for that last clicked substep in the bottom grid.



The user can add hourly rate, Exhibit "B", items to an Individual Contract using this tab of the Contractor Work Items screen. The top grid lists all of the Exhibit "B" CWIs that are available for this Contract.



The user clicks on a row in this grid to copy an entry to the bottom grid. This copy happens only if the selected entry does not already exist in the bottom grid.

The user clicks on a row in this grid to remove it from the list of Exhibit B CWIs to be associated with this Contract.

The user enters the associated price information for both tabs through either the Price Worksheet screen (if manual input required) or the Disk Input screen (if Bidder uses the mechanized bidding Excel Workbook).

These figures do not enter into the bid calculation. Instead, they are used only if the awarded contractor encounters cost over-runs that are beyond his or her control.

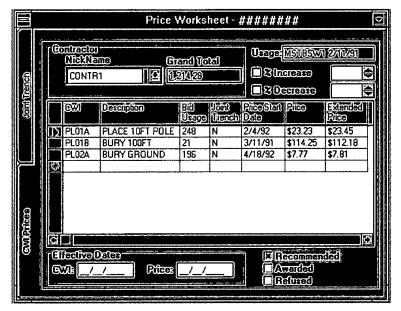
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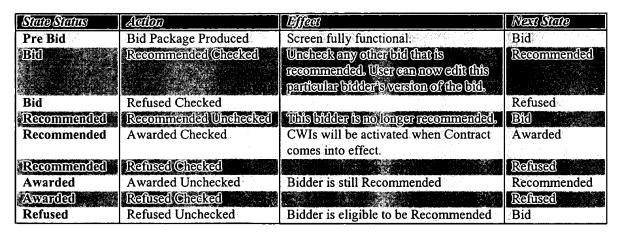
The Input Price Worksheet

This form is used by the State Contract Coordinator for many reasons. It allows access to the essential data behind each contractor's bid (Master & Individual). It allows the Coordinator to control the status of the bids and to award the contract. The user gets here from the

Contract Toolbar.



- Here is a modified version of the phase 1 screen.
- This form is now a tabbed form where the CWI price worksheet shares the form with a Joint Trench tab.
- To pull up the bid for a particular contractor, simply select that contractor's nickname in the NickName combo box.
- The Remarks field has been removed.
- The Activate CWIs check box has been replaced with the Contract Status check box group.
- This screen behaves the way it did in phase 1 for non-bid Master Contracts.
- Grand Total is the sum of the products of Bid Usage and Price (except for Lump Sum).
- The Actual Usage and Project Usage columns have been replaced with a Bid Usage column.
- The column Joint Trench has been added to indicate need for joint trench CWI codes on the contract. This is a toggle between Yes or No. The default is No. See the Joint Trench Tab area for more details.
- % Increase, % Decrease, and Effective Dates are disabled until CWIs are activated.
- Extended Price is the product of Bid Usage and Price.
- All columns have been activated but only the Price column is editable for Individual contracts.
- For Master Contracts, these controls cannot be changed once the contract is in effect.
- For Individual Contracts, these controls cannot be changed once a contractor has been awarded.
- See the chart below for the meanings of the Contract Status check boxes at the bottom of the screen.

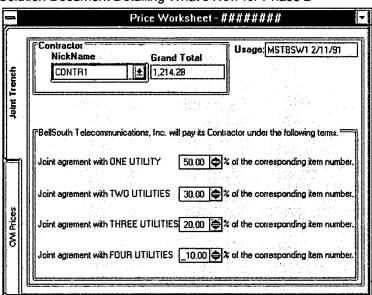




- This is the Joint Trench tab.
- Nickname, Grand Total, and Usage are the same as what is on the CWI Prices tab.
- What the user selects in the NickName combo box of either tab affects what will be displayed in both tabs.
- These percentages are either input automatically with the bid disk or input manually by the State Contract Coordinator.
- These percentages affect the prices for Joint Trench CWIs by generating behind

the scenes CWIs for each visible CWI with a Joint Trench indicator of Y.

 Whenever the user changes a Joint Trench CWI, the system recalculates the behind-the-scenes CWIs. Here is an example...



| CWI | Price | 7 / |
|--------|--------|-----|
| PL01A | 100.00 | |
| 1PL01A | 50.00 | 7 |
| 2PL01A | 30.00 | ٦ |
| 3PL01A | 20.00 | 7 |
| 4PL01A | 10.00 | 7 |

The user sees PL01A in the Input Price Worksheet and enters in a price of \$100 after the Joint Trench Info (see above) has been entered.

The prices for these behind-the-scenes CWIs are calculated automatically based on the above Joint Trench percentages.

 The Start and End Dates for these behind-the-scenes CWIs are also affected whenever the user changes the Worksheet price of a Joint Trench CWI or toggles the Joint Trench indicator on the Worksheet.

| Worksheet Operation | CWIs Activated | Price in Effect | Joint Trench | Resultant Action |
|-------------------------|-------------------|--------------------|-----------------|--|
| Toggle Joint Trench On | No | No | No | Create behind-the-scenes CWIs for the entire length of the contract. |
| | Yes | No | Yes | Update prices for existing behind-the-scenes CWIs using Effective Dates group box for the Start Dates |
| | Yes | Yes | No | Create behind-the-scenes CWIs using Effective Dates group box for the Start Dates. |
| Toggle Joint Trench Off | No | No | Yes | Delete behind-the-scenes CWIs. |
| | Yes | No | Yes | Delete behind-the-scenes CWIs. |
| | Yes | Yes | Yes | Update behind-the-scenes CWIs using Effective Dates group box for the End Dates. |
| Change Price | No | No | Yes | Update prices for existing behind-the-scenes CWIs. No change in date range. |
| | Yes | No | Yes | Update prices for existing behind-the-scenes CWIs using Effective Dates group box for the Start Dates. |
| | Yes | Yes | Yes | Create behind-the-scenes CWIs using Effective Dates group box for the Start Dates. Be sure to End Date previuosly existing behind-the-scenes CWIs. |



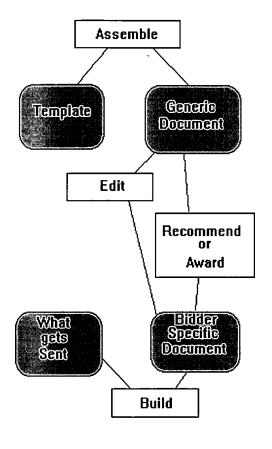
The Bid Packag

The State Contract Coordinator uses this tabbed presentation to assemble and generate the Bid Packages for the prospective bidders. The List tab is used to select which contractors will receive a bid package for a particular contract. The Assemble tab is used to select which

documents will go into the bid package. The Edit tab allows the user to edit a document. The Build tab is used to actually generate the packages. The user gets here from Contract Maintenance. Here is a brief summary of Document Flow-Through.

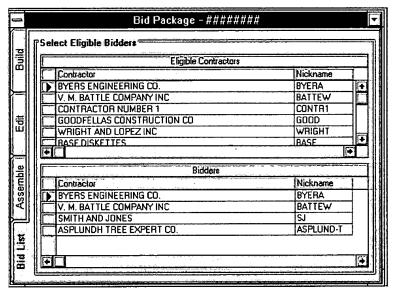
Contract Document Flow

- The Assemble function takes the template as created via the regional contracts executable and uses it to create a new document. This document is generic in that it is applied to all bidders of this contract.
- 2. At this time, the edit function allows the user to modify this generic document.
- 3. When the user clicks Recommend or Award, then a bidder specific document is made from the generic document.
- 4. At this time, the edit function allows the user to modify the bidder specific document.
- 5. The build function always takes either the generic document or the bidder specific document and applies parameter substitution to build what is actually sent out. This version is never edited by the user.
- 6. In the Assemble tab of the bid package, the bottom grid has a new field called modified. What this field indicates is if a generic version of this document has been generated or not. When the user recommends or awards a bidder, then this tab along with bid list becomes read-only.
- 7. In the Price Worksheet, if the user unclicks the recommended or awarded check boxes and presses save, then any documents specific to that bidder get deleted.
- 8. Any documents that are not part of the awarded contract get deleted six months after the contract is awarded.
- 9. This process is applicable to every document type and contract type except for Individual Contract Exhibit "A". This document will be printed directly from the Excel Worksheet.



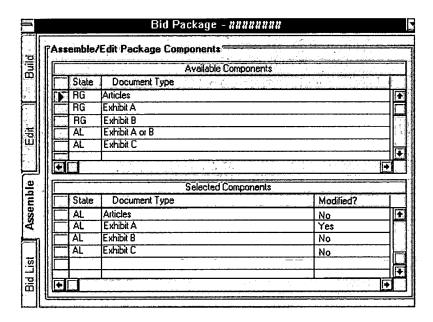
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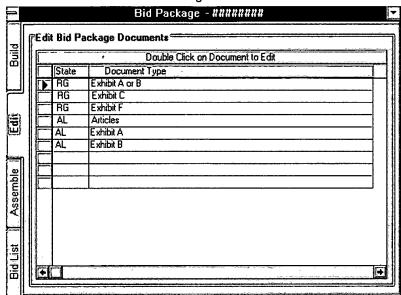
- Clicking on a row in the Eligible Contractors grid copies that row to the Bidders grid only if that entry is not already in the Bidders grid.
- A warning message is displayed if the statement or security dates for the contractor have expired.
 This is done at save time.
- Clicking on a row in the Bidders grid removes that row from the Bidders grid.
- The contractors in the Bidders grid are being selected for bidding.

- Available Components are documents created in Regional Contracts for this contract type and date range.
- Clicking on a row in the Available Components grid copies that row to the Selected Components grid only if that entry is not already in the Selected Components grid.
- Clicking on a row in the Selected Components grid removes that row from the Selected Components grid.



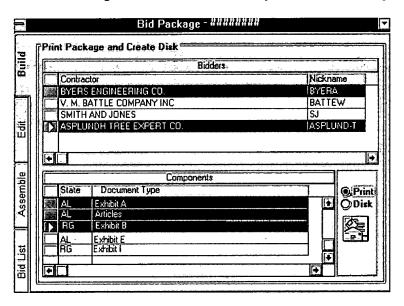
- The components in the Selected Components grid are considered a part of this bid package.
- The State Contract Coordinator can choose between Regional and State documents if the Regional Contract Coordinator has provided such a choice.
- The Selected Components grid cannot contain both regional and state versions of the same document.
- What is in the Selected Components grid at the bottom of this tab will be what is available in the Edit and Build tabs.
- The modified column in the Selected Components grid indicates whether or not the user has modified this document.
- Both of these tabs become read-only once prices are input for this contract.

- This tab allows the user to edit a document that is a part of the bid package.
- This list comes from the same source as the Selected Documents grid on the Assemble tab.
- To edit a document, simply double-click on the row that represents that document.
- After that, the user will be in Word with the document.



Which document will be edited depends on the status of the contract. If a bidder has
been recommended or awarded, then that bidder's version of the document will be
what is brought into word. Otherwise, the prebid version is brought into word.





- The user generates the bid package by selecting which bidders to generate packages for with which components.
- A bidder is selected by clicking on the row for the bidder in the top grid.
- A component is selected by clicking on the row for that component in the bottom grid.
- Both of these grids support multi-select and select/deselect all functionality.
- To print a paper copy for each bidder, the user makes sure that the Print radio button is checked. Mailing labels are generated also.
- To generate a bid worksheet disk for each bidder, the user makes sure that the Disk radio button is checked. Both floppy disk labels and mailing labels are generated also.
- Engineering lock for all jobs associated with this contract turn on after a successful build.
- If neither radio button is checked, then there is nothing to build.
- With Master Contracts, the exhibits are generated using parameter substitution from the Price Worksheet of a Word document based on a prebuilt template from the Regional Contract Coordinator.
- With Individual Contracts, the exhibits are generated from scratch with the data from the Contractor Work Item screen. The prebuilt template for each Individual Contract exhibit is minimal.
- The documents or disks get generated when the user presses the paper and disk button.

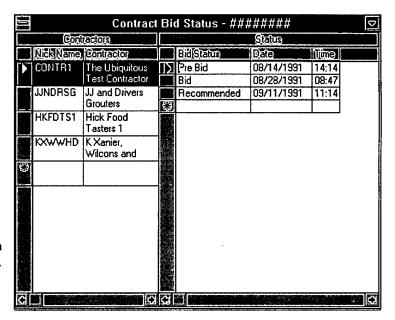


Status



This form allows the State Contract Coordinator to track the status of the various bidders in a contract. The user can get here by clicking on the Status icon in Contract Maintenance.

- The user clicks on an entry in the Contractors grid.
- The status grid populates with all of the status entries for that contractor.
- Neither grid is editable by the user. The system generates all values based on both user tasks and the Input Price Worksheet's Recommended, Awarded, and Refused check boxes.
- The user can add additional contractors through the List tab of the Bid Package form which is detailed elsewhere.



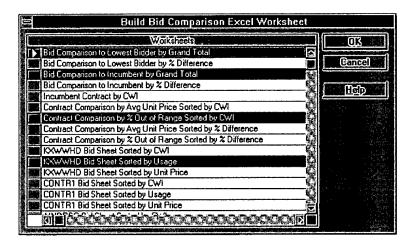
- There needs to be a daily run batch job that checks to see if any Master Contracts need to have their CWIs activated. This occurs for any Contracts in the system with an awarded bidder and whose Start Date is tomorrow. For Individual Contracts, this happens when the user checks the Award check box on the Price Worksheet and saves. When that happens, this batch job should go through all of the status's of each bidder for this contract and make the following changes...
- If the latest status is Bid and no price information has been associated with this bid, then add a new bid status of "declined" to this bidder.
- If the latest status is Bid and there exists price information for this bid, then add a new bid status of "rejected" to this bidder.

| Status | Meaning | | |
|-------------|--|--|--|
| Pre Bid | Bid Package has not been produced yet. | | |
| Bid | The contract has not gone into effect and the package has been produced and either this bidder has not been recommended or this bidder has been unrecommended or this bidder has been un | | |
| | this bidder has been unrefused. | | |
| Recommended | This bidder has been recommended. The user can now edit this bidder's specific | | |
| | bid package. | | |
| Awarded | This bidder has been awarded. The user can continue to edit this bidder's specific | | |
| | bid package. | | |
| Refused | This bidder has been refused. | | |
| Rejected | The contract has gone into effect and there are prices input into the system for this | | |
| | bidder yet another bidder was awarded the contract. | | |
| Declined | The contract been awarded to another bidder and has gone into effect but this | | |
| | bidder never had any prices input into the system. | | |



Bid Comparison

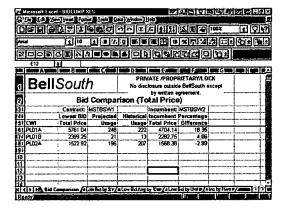
To aid in his or her recommendation of a bidder for the contract, the State Contract Coordinator has available a series of reports in Microsoft Excel format. Each report is a worksheet in an Excel Workbook for that particular contract. For Master Contracts, the user sees the following dialog after pressing the Bid Comparison icon in Contract Maintenance. This dialog is not neccessary for Individual Contracts. Since there is only one report for Individual Contracts (which compares all bidders against the lowest bidder by percent difference), the user is taken directly to the Excel worksheet.



- The user clicks on the desired worksheets to build or rebuild in the workbook.
- Pressing OK causes the Excel Workbook to appear with the selected worksheets rebuilt.
- If the user selects no rows in the grid and presses
 OK, then just the current workbook appears with no changes.



 After the user is in the Excel Workbook, he or she can exit back out of Excel to Bid and Award or keep in Excel and bring up another report by clicking on the tab for that particular worksheet.

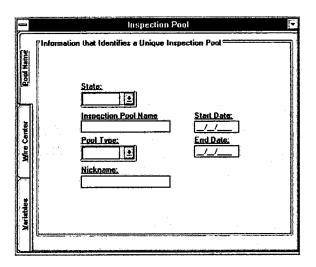


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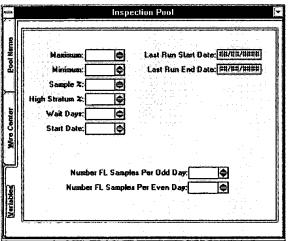
Inspection Pool

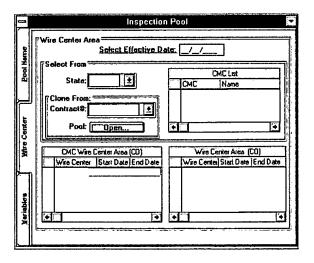
The State Contract Coordinator sets up the Inspection Pools for each Contractor. He or she gets to this screen through the Open or New toolbar buttons on the desktop. This document only details the few changes that will be occurring to Inspection Pools for phase 2 Bid and Award.



- The Name tab now includes an End Date in addition to a Start Date.
- This date range continues to be editable after creating the Pool.
- Changing the End Date also changes the End Dates of the Wire Centers in the Inspection Pool area.
- More Pool Types will be added to the Pool Types combo box.

- The percent field now reads as Sample percent.
- A new field is added called the High Stratum percent.





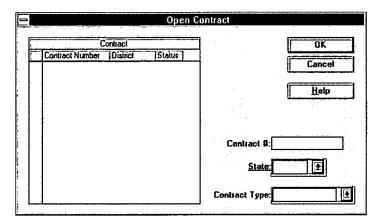
 The only change here is that the user can select all in the two grids at the bottom of this tab.

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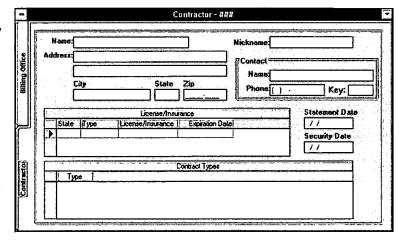
Miscellaneous Chang s

There will be only a few other changes for the phase 2 version of Bid and Award from the that of the phase 1 version.



- Open Individual Contract and Open Master Contract has now been combined into a single Open Contract. Both master and individual contract types now appear in the contract type combo.
- The intention group box has been deleted from this dialog. It is not really necessary because the intention is set when the contract is created.

- Statement Date and Security Date are now mandatory.
- Key field is added.
 This is used as the password to protect the bidder's floppy disks. This field is editable by the regional contract coordinator only. It is read-only for the state contract coordinator.



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Th Bidder's Exp ri nce

A bidder receives either an automated Bid Package or a manual one. For the bidder to receive an automated Bid Package, he or she must have a PC running Microsoft Windows 3.1 (or better) and Microsoft Office 4.0 (or better). Otherwise, the bidder must receive a manual Bid Package.

The Automated Bid Package

In the automated Bid Package, the bidder receives one or more DOS formatted floppy disks. The information on each disk is encrypted using a special password that only the State Contract Coordinator and each individual bidder knows. The bidder runs a

| Authenticate OSPCM Floppy Disk | × |
|--|--------------|
| CLock @Unlock Enter Password **** Floppy Hard Disk Drive Directory | OK Cancel |
| A: C:\BST\MSTBSW1 | Browse |

program on each disk that un-encrypts the disks contents once the bidder provides the special password. Once un-encrypted, the disks contain locked Microsoft Word documents of the Articles, Exhibits, etc. representing the contract to be bid on. The bidder also receives an Excel Workbook where the bidder

| BellS | outh | Tel | ecom | nmunication | ıs | | |
|----------|----------|--|--------|--------------|--------|---------------|----------|
| | | | | Work Co | ntent | | · |
| Contract | # INDB | SW1 | T | T | Title: | | I |
| Job | s: J1027 | 77, J224 | 97 | | | | |
| | | | Work | Material | cwi | CWI | CWI |
| Јоб | Print | Step | Action | Description | Code | Description | Quantity |
| J10277 | 1 | 1 | P | ALUM CONDUIT | PL02C | PLACE CONDUIT | 1 |
| | | | S | COPPER 4 PLI | SL01C | SPLICE CABLE | 100 |
| | | 2 | P | 10 FT POLE | PL1AC | PLACE POLE | 3 |
| | | | P | ANCHOR | AN12C | BURY ANCHOR | 1 |
| J22497 | 1 | 3 | P | | D12F7 | DIG TRENCH | 1 |
| | | | | | i | | |

inputs the bid. For an individual contract, the workbook contains the Work Content, the Contractor Bid Prices, and the authorization page. The work content sheet details the work required for each substep that the contract

is to cover. The Contractor Bid Prices worksheet lists the types of work (CWIs) and the quantity. It is this sheet that the bidder enters the bid prices. For a master contract, the workbook contains the bid sheet, a join trench agreement, and the authorization page.

| Contra | actor Bid Pr | ns ices | | |
|--------------------|--|--|--------|-----------------|
| NDBSW1 | Title: | | | |
| J10277, J22497 | | | | |
| CWI | ÇWÎ | CWI | Unit | Extended |
| Description | Qty | Unit | Price | Price |
| PLACE 10FT POLE | 248 | hourly | 22.21 | 5508.08 |
| BURY 100FT CONDUIT | 21 | weekly | 114.25 | 2399.25 |
| SURY GROUND ROD | 196 | per foot | 7.77 | 1522.92 |
| | NDBSW1 110277, J22497 CWI Description PLACE 10FT POLE BURY 100FT CONDUIT | NDBSW1 Title: 110277, J22497 CWI CWI Description Qty PLACE 10FT POLE 248 BURY 100FT CONDUIT 21 | NDBSW1 | NDBSW1 Title: |

| eleco <u>m</u> munio | atior | 1S | | |
|-----------------------------|---|---|--|---|
| reement for Contr | act: MS | STBSW1 | | <u></u> |
| nications, Inc. will pay it | s Contra | ctor under the | following | g terms. |
| ONE UTILITY | 50% | of the corres | ponding i | tem number |
| TWO UTILITIES | | | | |
| THREE UTILITIES | 20% | of the corres | ponding i | tem numbe |
| FOUR UTILITIES | 10% | of the corres | ponding i | tem numbe |
| | nications, Inc. will pay it ONE UTILITY TWO UTILITIES THREE UTILITIES | nications, Inc. will pay its Contra ONE UTILITY 50% TWO UTILITIES 30% THREE UTILITIES 20% | ONE UTILITY 50% of the correspond of the corresp | nications, Inc. will pay its Contractor under the following ONE UTILITY 50% of the corresponding is THREE UTILITIES 20% of the corresponding is |

After completing the bid, the bidder should print the authorization page, sign it, and return this page along with two signed originals of the last page of the contract itself.

For an Individual Contract bid that uses Lump Sum Codes instead of Unit Price Codes, the bidder will experience a different Excel Workbook. The bidder will type prices only in the cells of the Lump Sum Price column that correspond to the group of substep CWIs that are lumped together.

| | | | | Work Content | | | |
|------------|----------|---------|--------|---------------|----------------------------|--------------|------|
| Contract # | INDB | SW1 | 1 | | | | |
| Jobs: | J1027 | 7, J224 | 97 | | | | |
| | \vdash | | Work | Material | CWI | CWI | Lump |
| Job | Print | Step | Action | Description | Description | Quantity | |
| J10277 | 1 | 1 | P | ALUM CONDUIT | PLACE CONDUIT | 1: | |
| | | | 5 | COPPER 4 PLI | SPLICE CABLE | 100 | |
| | | 2 | P | 10 FT POLE | PLACE POLE | 3 | |
| | | | _ | For the above | work the contractor will | pe paid LS1: | 214 |
| | | | P— | ANCHOR | BURY ANCHOR | 1 -1 | - |
| J22497 | 1 | 3 | P | | DIG TRENCH | 1 | |
| | ├ | | | For the above | work the contractor will I | pe paid LS2: | 821 |

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BellSouth



A Preliminary Business Solution Document Detailing What's New for Phase 2

| Bell So | uth Telecomm | | าร |
|----------------|--------------------|--------|------|
| | Hourly Rate | S | |
| Contract # | INDBSW1 | | |
| Jobs: | J10277, J22497 | | |
| CWI | CWI | CWI | U |
| Code | Description | Unit | Pri |
| PE01A | PLACE 10FT POLE | hourly | 22. |
| PL01B | BURY 100FT CONDUIT | weekly | 114. |
| PL02A | BURY GROUND ROD | hourly | 7. |

When the bidder wishes to send the bid back to the State Contract Coordinator, he or she runs the special software included on one of the disks that encrypts the Excel Spreadsheet. That disk is then mailed back to the State Contract Coordinator who then inputs the bid into the system using the Input Bid from Disk option. The password to encrypt and un-encrypt this disk is kept as a field in the Contractor table which is accessed from the Contractor detail screen of Bid and Award. The disk's files are only read. Nothing on this disk is ever executed.

| ionic botanning viriation to the timese b |
|--|
| The bidder also gets the chance to enter Exhibit |
| "B" hourly rates for Lump Sum Individual |
| Contract bids. These figures are not applied |
| against the total. Nor are they used in |
| determining the lowest bidder. They are used to |
| figure out what to pay the awarded contractor if |
| that contractor's costs overrun the bid due to |
| circumstances outside of his or her control. |
| |

| BellSou | th Tel | | municatio | ns |
|------------------------------------|---------|----------|--------------------------------|-------------|
| | | Contrac | tor Bid Prices | |
| Contract # N | ISTBSW1 | | Title: | |
| The informationabove authorization | | | my bid for the for this job is | \$ 9,683.21 |
| Signed: | | | | |
| | | | | |
| | Ti | tie I | | |
| | | | | |
| | | | | |

The bidder must also print out the articles, sign the last page of the articles, and return two originals of the signed last page. If this bidder is awarded the contract, then both original copies of the returned last page are signed and one copy is returned to the bidder.

The Manual Bid Package

In the manual Bid Package, the bidder receives paper copies of all of the contract documents. He or she fills out the appropriate exhibits and signs the last page of the articles. These documents are returned to the State Contract Coordinator who must then manually enter them into the system using the CWI Prices and Joint Trench tabs located on the Price Worksheet screen of Bid and Award.

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BELLSOUTH OSPCMTM OUTSIDE PLANT CONSTRUCTION MANAGEMENT

FUNCTIONAL SPECIFICATION MODULE: PRICING

Business Transaction Description

Business Transaction Name:

Generate Price for Detailed Job

Purpose:

This transaction describes the activities needed to generate a priced Detailed job for Outside Plant Construction and

Maintenance.

Functional Specification(s):

Pricing - Rpt 502

GUI - Detailed Added Cost

User Interfaces:

RPT: Detailed Construction Details - 502

SCR: Detailed Added Cost SCR: Pricing Reports SCR: View Reports

SCR: View Reports for Job

External Agent(s):

Job Entry

Trigger(s):

Job details via data store

Operational Method:

The Design Engineer selects an encoded job to be priced in detail. Added costs that were not captured during encoding are input through the Detailed Added Cost graphical user

interface (GUI).

The user then generates the Detailed Pricing 502 Report. Each substep's materials, labor, engineering and contractor resources will be priced. A message will be sent to the user's terminal when the process completes. The user will have the ability to view the report on-line. Any errors encountered will be directed to the errors section of the

Detailed Pricing 502 Report.

Operational Standard (Timing):

The time required to create a Detailed Pricing 502 Report

should not exceed 15 minutes

Operational Standard (Quality):

100% of all Detailed Pricing 502 Report requests should be

satisfied.

BELLSOUTH OSPCMTM OUTSIDE PLANT CONSTRUCTION MANAGEMENT

FUNCTIONAL SPECIFICATION

MODULE: PRICING

Procedure Description

Procedure Name:

Enter Detailed Added Costs - ONL

Definition:

This procedure will allow a user to enter Detailed added costs. These miscellaneous costs were not captured during the encoding process but are components of the OSP job.

The user enters a job or project number and selects the Detailed Added Cost GUI. Miscellaneous material, retirement, labor, contracotr, engineering and other costs are entered into the system and saved. The job or project number will be used by the system to associate the saved added costs with the encoded job. The system will add the cost of each item entered to the total cost of the job.

Triggers:

Detailed added costs via terminal

Frequency/Distribution:

Twice per week per Design Engineer

Operational Standard (Timing):

NA

Operational Standard (Quality):

Each cost item entered should be added to the total cost of

the job.

Security and Access:

Design Engineer, Clerk. Construction supervisors should

not have access to Pricing.

Design Complexity:

Medium.

Referenced Data:

Field Name:

CMC:

The Construction Management Center where the job

'originated. This is retrieved from the original user entry

requesting a new job.

FUNCTIONAL SPECIFICATION MODULE: PRICING

Job Number: The unique number given to the encoded job. This is

retrieved from an OSPCM database.

Project Number: The project number given to the encoded job. This is

retrieved from an OSPCM database.

Billing: Indicates that the item will be billed to the customer.

Total Adjustment %: The percentage by which the total cost of the job will be

adjusted. This is retrieved from an OSPCM database.

FRC: The Field Reporting Code associated with the particular

job. This is retrieved from an OSPCM database.

GLC: The Geographic Location Code associated with the

particular job.

Cost Type The cost category that each item listed in the item

description falls into.

Description The description of the added cost item

Estimated Cost The estimated cost of the item listed in the item description

field. Initially this will be a user input field.

Engineering Hours The total number of engineering hours to be used on the

job.

Labor Hours The total number of labor hours to be used on the job.

Business Rules: Field Reporting Code must exist in an OSPCM database.

Geographic Location Code must exist in an OSPCM

database.

Cost Type must be MATL, RETR, LABR, CONT, ENGR

or OTHR

Estimated Cost must be numeric.

FUNCTIONAL SPECIFICATION

MODULE: PRICING

Procedure Description

Procedure Name: Run Detailed Construction Details Report 502 - ONL

Definition: This procedure allows the user to calculate a Detailed price

for a job. The user enters the Construction Management Center (CMC) and a Job or Project Number and initiates the report run. The system uses the Detailed Pricing data entered into the system during Job Entry as well as any added cost or supplement data that exists for the job in

order to calculate a price for the job.

The system will notify the user when the Detailed pricing process has completed. If the process fails the user will

receive notification on-line.

A user can run a Detailed job report several times in order to get the desired price. The system will overlay the previous

unapproved 502 report with each subsequent report.

Triggers: Report request vial terminal

Frequency/Distribution: Twice per week per Design Engineer

Operational Standard (Timing): A Detailed Pricing report request should be satisfied within

1 hour.

Operational Standard (Quality): The timing standard should always be met and the user

should be notified of the report completion or failure.

Security and Access: Design Engineer, Clerk. Construction Supervisors should

not have access to Pricing.

Design Complexity: Very Difficult.

$\begin{array}{c} \textbf{BELLSOUTH OSPCM}^{\text{\tiny TM}} \\ \textbf{OUTSIDE PLANT CONSTRUCTION MANAGEMENT} \end{array}$

FUNCTIONAL SPECIFICATION MODULE: PRICING

Referenced Data:

| Field Name | Entity Type | <u>Attribute</u> | Req/Opt/Cond | Source |
|------------|--------------------|-------------------------------------|--------------|-------------|
| | CPR Item | Lead Salvage Amount | Opt | OSPCM Table |
| | CPR State Book | Vintage Retirement | Opt | OSPCM Table |
| | Value | Unit Cost Amount | | • |
| | Field Reporting | Code | Req | OSPCM Table |
| | Code | | | |
| | Job Authority Cost | Contractor labor | Cond | OSPCM Table |
| | | Amount | | |
| | Job Authority Cost | Contractor Provided | Cond | OSPCM Table |
| | | Material Amount | | |
| | Labor Rate | Amount | Req | OSPCM Table |
| | Labor Rate | End Date | Req | OSPCM Table |
| | Labor Rate | Start Date | Req | OSPCM Table |
| | Labor Rate | Type Code | Req | OSPCM Table |
| | Labor Type | Code | Req | OSPCM Table |
| | Lump Sum | Amount | Opt | OSPCM Table |
| | Contract Work Item | | | |
| | Material Item | Description | Req | OSPCM Table |
| | Material Item | Fiber Quantity | Req | CORTS |
| | Material Item | Pair Quantity | Req | CORTS |
| | Material Item | Average Disbursed | Req | CORTS |
| | Group Cost | Price Amount | | |
| | OSP Contract Work | Amount | Req | OSPCM Table |
| | Item Price | | | |
| | Pair Quantity | Product Identification Number | Req | OSPCM Table |
| | State Field | Contractor Exempt | Cond | OSPCM Table |
| | Reporting Code | Material Rate | | |
| | State | Supply Expense Percent | Cond | OSPCM Table |
| | State | Exempt Equivalent Labor Hrs Percent | Cond | OSPCM Table |
| | State Field | Engineering Labor | Req | OSPCM Table |
| | Reporting Code | Percent | • | |
| | State Field | Engineering Overhead | Cond | OSPCM Table |
| | Reporting Code | Percent | | |
| _ | State Field | Labor Overhead | Cond | OSPCM Table |
| | Reporting Code | Percent | | |
| | State Field | Telco Exempt | Cond | OSPCM Table |
| | Reporting Code | Material Rate | | |
| | Substep | Contract Work | Req | OSPCM Table |
| | | Indicator | | |
| | Substep | Geographic Location | Req | OSPCM Table |
| | | Code (GLC) | | |

FUNCTIONAL SPECIFICATION

MODULE: PRICING

| Substep | Placed in Service Date | Req | OSPCM Table |
|---------------------------------|-------------------------------------|-----|-------------|
| Substep | Total Contract Hours Quantity | Opt | OSPCM Table |
| Substep | Total Telco Labor Hours Quantity | Opt | OSPCM Table |
| Substep Contract Work Item | Base Unit Quantity | Req | OSPCM Table |
| Substep Material Requirement | Unit Quantity | Req | OSPCM Table |

CMC: The Construction Management Center where the job

originated. This is retrieved from the original user entry

requesting a new job.

Job Number: The unique number given to the encoded job. This is

retrieved from the original user entry requesting a new job.

Project Number: The project number given to the encoded job. This is

retrieved from the original user entry requesting a new job.

Non-List Code: Indicates that a material item will not be found in an

OSPCM database.

Number Cable Splices: This is the number of cable splices for a material item in a

particular FRC. This is used to calculate a cost for the job.

Telco Placing Hours: The number of telco hours it will take to place the item

listed in the Item Description field. This is retrieved from

an OSPCM database.

Telco Splicing Hours: The number of telco hours it will take to splice the item

listed in the Item Description field. This is retrieved from

an OSPCM database.

Env: The environment in which the item will be put into service.

Year: The year that the item was placed into service. This is

retrieved from an OSPCM database.

Retirement Value Cost: The retirement value per unit of the item in the Item

Description field.

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Salvage Value Cost: The salvage value per unit of the item in the Item

Description field. This is retrieved from an OSPCM

database.

Telco Removal Hours: The number of Telco labor hours it would take to remove

the item described in the Item Description field. This is

retrieved from an OSPCM database.

Telco Removal Cost: The Telco cost of removal per item in the Item Description

field. This is retrieved from an OSPCM database.

Contractor Removal Cost: The contractor cost of removal per item in the Item

Description field. This is retrieved from an OSPCM

database.

Supplemental Costs: Costs that will be authorized over the established threshold

cost for an OSP job.

Grand Total Additions: The calculated total cost of all material, labor, contractor,

and engineering resources to add to, maintain, or repair the

OSP.

Total Materials Additions: The calculated total material cost to add to, maintain, or

repair the OSP.

Total Labor Additions: The calculated total labor cost to add to, maintain, or repair

the OSP.

Total Contract Additions: The calculated total contractor cost to add to, maintain, or

repair the OSP.

Total Engineering

Additions:

The calculated total engineering cost to add to, maintain, or

repair the OSP.

Grand Total Retired

Material Amount:

The calculated total retirement value of material removed

from the OSP.

Salvaged Material Amount: The scrap value of material being retired from the OSP.

Grand Total Cost of The calculated total cost of removing material from the

BELLSOUTH OSPCMTM **OUTSIDE PLANT CONSTRUCTION MANAGEMENT**

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OSP.

Total Labor Retirements:

The calculated total labor cost for retiring material from the

OSP.

Total Contract Retirements:

The calculated total contractor cost for retiring material

from the OSP.

Total Engineering

Retirements:

The calculated total engineering cost for retiring material

from the OSP.

Telco Provided Material

Amount:

The calculated amount of material provided by telco for a

Contractor Provided

Material Amount:

The calculated amount of material provided by contractors

for a job.

Telco Exempt Material Cost

Amount:

The calculated cost of exempt telco materials.

Contractor Exempt Material

Cost Amount:

The calculated cost of exempt contractor materials.

Supply Expense Cost

Amount:

The calculated amount of supply expense per FRC.

Material Requirements Unit

Quantity:

The amount of material needed for a certain work action.

This is retrieved from an OSPCM database.

Material Disbursed Price

Amount for all associated

Material Requirements:

The price of the material used in the work action. This is

retrieved from an outside system.

Contract Work Item Base

Unit Quantity:

The number of hours of contract labor needed for a certain

work action. This is retrieved from an OSPCM database.

OSP Contract Work Item

Price Amount:

The price of contract work on an Outside Price Item. This is

retrieved from an OSPCM database.

Total Telco Labor Hours

The total number of telco labor hours needed for a certain

FUNCTIONAL SPECIFICATION MODULE: PRICING

| | |
|--|------|
| | |

Quantity: work action. This is retrieved from an OSPCM database.

State FRC Telco Exempt The telco exempt material rate based on state. This is material Rate: retrieved from an OSPCM database.

Material Rate.

State Exempt Equivalent The equivalent labor hours percentage based on state. This Labor Hours Percentage: is retrieved from an OSPCM database.

State Field Reporting Code The contractor exempt material rate based on state. This is contractor Exempt Material retrieved from an OSPCM database.

Rate:

Placing Labor: The number of labor hours required to place a piece of

material. This is retrieved from an OSPCM database.

Splicing Labor: The number of labor hours required to splice a piece a

cable. This is retrieved from an OSPCM database.

Other Labor: The number of labor hours required to do tasks other than

splicing and placing. This is retrieved from an OSPCM

database.

Labor Adjustment: The adjustment applied only to labor costs. This is

retrieved from an OSPCM database.

Cost Adjustment Labor: The labor portion of the global job adjustment. This is

retrieved from an OSPCM database.

Cost of Removal Dollars

The per unit cost to remove a piece of material from the

OSP. This is retrieved from an OSPCM database.

Telco Labor Amount: The calculated amount of telco labor used for a job. This is

retrieved from an OSPCM database.

Labor Rate Amount: The rate at which labor is charged. This is retrieved from an

OSPCM database.

Contractor Labor Amount: The amount of contractor labor hours needed to perform a

certain work action. This is retrieved from an OSPCM

database.

Per Unit:

FUNCTIONAL SPECIFICATION MODULE: PRICING

| Contract | Work | Item | Base |
|----------|-------|-------|------|
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Unit Quantity:

The quantity of work contractors will perform for a particular work action. This is retrieved from an OSPCM

database.

OSP CWI Price Amount:

The price to be paid for the associated contract work item within an OSP contract. This is retrieved from an OSPCM

database.

Telco Engineering Cost

The calculated cost of telco engineering for the OSP job.

Engineering Cost Amount:

The calculated cost of engineering for the OSP job.

State Field Reporting Code Engineering labor Percent:

The engineering labor percentage based on state. This is

retrieved from an OSPCM database.

Retired Material Amount:

The retirement value of material being removed from the

OSP.

CPR Book Value Amount for all associated Material

Requirements:

The continuing property record material retirement value.

This is retrieved from an OSPCM database.

CPR Item Lead Salvage Amount for all associated Material Requirements: The continuing property record material salvage value. This

is retrieved from an OSPCM database.

Total Supplement:

The total supplement that was approved for a particular job.

Supplement Material:

The material cost of the approved supplement. This is

retrieved from an OSPCM database.

Supplement Telco

Engineering:

The telco engineering cost of the approved supplement.

This is retrieved from an OSPCM database.

Supplement Telco Labor:

The telco labor cost of the approved supplement. This is

retrieved from an OSPCM database.

Supplement Contractor

Engineering:

The contractor engineering cost of the approved

supplement. This is retrieved from an OSPCM database.

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Supplement Contractor

labor:

The contractor labor cost of the approved supplement. This

is retrieved from an OSPCM database.

Supplement Retirement: The retirement cost of the approved supplement. This is

retrieved from an OSPCM database.

Supplement Salvage: The salvage cost of the approved supplement. This is

retrieved from an OSPCM database.

Supplement Other: The other costs of the approved supplement. This is

retrieved from an OSPCM database.

Overhead Labor: This is a calculated additional cost added to the Grand Total

for each FRC if the job is being billed to a customer.

Overhead Labor Factor: The factor that overhead labor hours is multiplied by to

generate an overhead labor cost. This is retrieved from an

OSPCM database.

Overhead Engineering: This is a calculated additional cost added to the Grand Total

for each FRC if the job is being billed to a customer.

Overhead Engineering

Factor:

The factor that overhead engineering hours is multiplied by

to generate an overhead engineering cost. This is retrieved

from an OSPCM database.

Total Million Conductor

Feet:

The calculated number of conductor feet (in millions) of

cable.

Fiber Kilofeet: The calculated number of fiber kilofeet of cable.

Material Size: The size of the material to be placed for a certain job. This

is retrieved from an OSPCM database.

Total Contract: The calculated total cost of contractor work for a job.

Total Engineering: The calculated total cost of engineering work for a job.

Gross Expenditures: The calculated gross expenditure dollars for a job.

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Total Cost of Removal: The calculated total cost of removal dollars for a job.

Total Gross Additions The calculated total gross additions dollars for job.

Net Requirements: The calculated net required dollars for a job.

Total Salvage Value: The calculated total scrap value of material being retired

from the OSP.

Net Additions: The calculated net additions dollars for a job.

Total Plant Retired: The calculated total retirement value of all material being

retired from the OSP.

Total Overhead Labor: The calculated total overhead labor costs added to a job.

Total Overhead The calculated total overhead engineering costs added to a

Engineering: job.

Gross Additions: The calculated gross additions by plant type.

Plant Retired: The calculated retirement value of materials by plant type.

Salvage: The calculated salvage value of materials by plant type.

Cost of Removal: The calculate cost of removal by plant type.

Maintenance: The calculated maintenance cost by plant type.

Business Rules: Detailed job information must exist for a job.

The 502 report will be sorted by FRC.

Four categories of cost will be identified on the report:

Material, Labor, Engineering and Contract.

The Cost Type associated with each Detailed line will be examined and the cost associated with that line will be

FUNCTIONAL SPECIFICATION MODULE: PRICING

directed to the appropriate report category: Material, Labor, Engineering or Contract.

The following algorithms will be calculated by FRC:

- Grand Total Additions = Total Materials Additions + Total
 Labor Additions + Total Contract
 Additions + Total Engineering Additions
- Grand Total Retired Material Amount and Salvaged Material Amount = carry down of the subtotal for each.
- Grand Total Cost of Removal = Total Labor Retirements +
 Total Contract Retirements + Total
 Engineering Retirements
- Total Material Additions = Telco Provided Material Amount + Contractor Provided Matl Amount + Telco Exempt Material Cost Amount + Contractor Exempt Matl Cost Amt + Supply Expense Cost Amount + Cost Adjustment Material
- Telco Provided Material Amount = Sum of: Substep
 Material Requirements Unit Quantity *
 Material Item Group Cost Average
 Disbursed Price Amount for all associated
 Substep Material Requirements
- Contractor Provided Matl Amount = Substep Contract Work
 Item Base Unit Quantity * OSP Contract
 Work Item Price Amount
- Telco Exempt Material Cost Amount = Sum of: Substeps
 Total Telco Labor Hours Quantity * State
 FRC Telco Exempt Material Rate
- Contractor Exempt Matl Cost Amt = (Job Authority Contractor Provided Material Amount +

FUNCTIONAL SPECIFICATION MODULE: PRICING

Job Authority Contractor Labor Amount)

* State Exempt Equivalent Labor Hours
Percentage * State Field Reporting Code
Contractor Exempt Material Rate

Supply Expense Cost Amount = Telco Provided Material
Amount + Telco Exempt Material Cost
Amt + Contractor Exempt Matl Cost Amt)
* State Supply Expense Rate

Total Labor Additions = Placing Labor + Splicing Labor +
Other Labor + Labor Adjustment + Cost
Adjustment Labor

Total Labor Retirements = Sum of: (Cost Removal Dollars
Per Unit * Substep Material Requirement
Unit Quantity) + Labor Adjustment + Cost
Adjustment Labor

Telco Labor Amount = Sum of: Substeps Total Telco Labor Hours Quantity * Labor Rate Amount (For State with Type Code = Telco)

Total Contract Additions = sum, over all Detailed input lines whose cost type is MATL or CONT, of the products (Substep Contract Work Item Base Unit Quantity * OSP Contract Work Item Price Amount)

Total Contract Retirements = sum, over all Detailed Retirement input lines whose Contractor Removal Cost line is populated, of the products (Substep Contract Work Item Base Unit Quantity * OSP Contract Work Item Price Amount)

Contractor Labor Amount = Sum of:(Substep Contract Work

Item Base Unit Quantity * OSP Contract

Work Item Price Amount)) + all Lump

Sum CWI amount

FUNCTIONAL SPECIFICATION MODULE: PRICING

- Engineering Cost Amount = (Telco Labor Amount + Contractor Labor Amount) * State Field Reporting Code Engineering Labor Percent
- Other Cost Amount = Right-of-Way expense or any kind of miscellaneous cost
- Retired Material Amount = Sum of: Substep Material
 Requirements Unit Quantity * CPR Book
 Value Vintage Retirement Unit Cost
 Amount for all associated Substep
 Material Requirements
- Salvaged Material Amount = Substep Material Requirements
 Unit Quantity * CPR Item Lead Salvage
 Amount for all associated Substep
 Material Requirements
- Total Supplement = Supplement Material +Supplement
 Telco Eng. + Supplement Telco Labor +
 Supplement Cont. Eng. + Supplement
 Cont. Labor + Supplement Retirement +
 Supplement Salvage + Supplement
 Other
- Overhead Labor = (Placing Labor + Splicing Labor + Other
 Labor + Labor Adjustment + Cost
 Adjustment Labor) * State Field
 Reporting Code Labor Overhead Percent.
 Only calculated for billing jobs
- Overhead Engineering = Telco Engineering Cost * State
 Field Reporting Code Engineering
 Overhead Percent. Only calculated for
 billing jobs

FUNCTIONAL SPECIFICATION MODULE: PRICING

The following algorithms are calculated as a total for all FRCs:

Total Million Conductor Feet = (2 * (Matl size from OSPCM Table or from user input # pairs) * (Quantity from user input)) /1,000,000

Fiber Kilofeet = (Matl size from OSPCM Table or from user input # pairs) * (Quantity from user input)) /1,000

Total Contract = sum over all FRCs for Total Contract
Additions +Total Contract Retirements

Total Engineering = sum over all FRCs for Total
Engineering Additions + Total
Engineering Retirements

Gross Expenditures = Total Gross Additions + Total Cost of Removal

Net Requirements = Total Gross Additions + Total Cost of Removal Total Salvage Value

Net Additions = Total Gross Additions - Total Plant Retired

Total Overhead Labor = sum over all FRCs for Total Overhead Labor

Total Overhead Engineering = sum over all FRCs for Total
Overhead Engineering

FUNCTIONAL SPECIFICATION MODULE: PRICING

The following algorithms will be calculated by Plant Type where there could be many FRCs to one Plant Type:

Gross Additions = Sum, over the 'C' FRCs within a particular Plant Type, of the amount computed for Grand Total Additions

Plant Retired = Sum, over the 'X' FRCs within a particular
Plant Type, of the amount computed for
Grand Total Retirements

Salvage = Sum, over the 'X' FRCs within a particular Plant
Type, of the amount computed for the
Total Salvage Value Amount

Cost of Removal = Sum, over the 'X' FRCs within a particular Plant Type, of the amount computed for the Total Cost of Removal

Maintenance = Sum, over the 'M' or 'R' FRCs within a particular Plant Type, of the amount computed for Grand Total Maintenance

FUNCTIONAL SPECIFICATION MODULE: PRICING

Procedure Description

Procedure Name: View 502 Detailed Construction Details Report - ONL

Definition: This procedure will allow a user to view a list of the pricing

reports that have been run for a specific Job Number. From this list the user is able to select a report for viewing. The user must supply CMC and Job Number or Project Number to obtain the list. The list can be narrowed further by entering an Engineer's Initials. The system will use Job Number or Project Number and Engineer's Initials when

retrieving the report.

Triggers: Successful report run notification via terminal.

Frequency/Distribution: Twice per week per Design Engineer

Operational Standard (Timing): Delay time for displaying the report should not exceed 4

seconds.

Operational Standard (Quality): 100% of all view 502 report requests should be satisfied

Security and Access: Design Engineer, Clerk. Construction Supervisors should

not have access to Pricing.

Design Complexity: Medium

Referenced Data:

Field Name

CMC: The Construction Management Center where the job

originated. This is retrieved from the original user entry

requesting a new job.

Job Number: A unique number, within a CMC, given to an OSP job.

This is placed into an OSPCM database.

Project Number: A unique number given to an OSP job. This is placed into

an OSPCM database.

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FUNCTIONAL SPECIFICATION

MODULE: PRICING

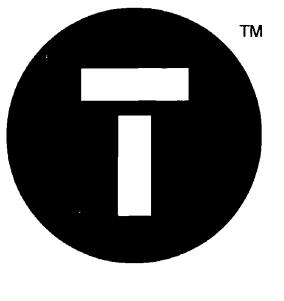
Engineer's Initials: The initials of the engineer who enters the job for

broadgauge pricing. This is retrieved from an OSPCM

database.

Business Rules: CMC and Job Number or Project Number must exist in

OSPCM databases.



t o p a s TM

Individual Contract Bid & Award

Functional Specification

Release 1.3 July 30, 1998



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Signatures:

Functional Specification Approval

Bear Creek Technologies, Inc. organizations represented by the individuals indicated below have read and approve this specification for the Individual Contract Bid and Award applications function. The signatures below indicate acceptance of this specification as the functional requirements which will be met by the TOPAS Individual Contract Bid and Award applications program.

| _ | |
|--|-------|
| BellSouth Business Area Expert: | Date: |
| BellSouth Functional Analyst: | Date: |
| BellSouth Manager: | Date: |
| Bear Creek Technologies Business Area Expert: | Date: |
| Bear Creek Technologies Requirements Analyst:: | Date: |
| Bear Creek Technologies Lead Programmer: | Date: |

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Total Outside Plant Administration System

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1. Introduction

The Individual Contract Bid & Award (ICBA) function adds the process for individual contract bid and award administration to the Total Outside Plant Administration System (TOPAS). The ICBA function for individual contracts include the process for bidding, encoding, contract maintenance, contractor maintenance and selection, and the paying of individual contracts. A contract is labeled as an Individual Contract if the decision is made to bid an Engineering Work Order (EWO) in whole or part out to a vendor rather than automatically assign the EWO to a vendor under a Master Contract.

1.1 Background

Individual contracts are bid for two main reasons:

- 1. the master contract has dollar limits on the amount of money that can be spent for each job authorization. If the contract dollar limits are exceeded, the field user has two choices: 1) secure a higher level approval and have the master contractor perform the work; or 2) bid all or part of the work as an individual contract.
- 2. a significant amount of contract work may be required but there is no Exhibit "A" unit price in the contract that applies to the work. The user may elect to perform the work on Exhibit "B" prices or bid the work to an individual contractor.

In either case, the Engineering forces are responsible for identifying the work and making the bid decision. If the decision to bid is made, the Contract Coordinator is accountable for bidding the contract.

Once the contract has been successfully bid, then the district forces are responsible for administering the contract which has been awarded. As part of this administration, Engineering also has the responsibility to monitor contract costs. If the estimated costs did not exceed the approval limits originally (assigned to the master contractor), but subsequent reporting results in the approval level to be exceeded, then a higher level approval must be obtained. In the situation where an individual contract has been bid and subsequent reporting has resulted in an increase in cost which was greater than allowed increase, higher level approval is required.

1.2 ICBA Overview

ICBA will be used to perform the following tasks.

- Create contracts
- Establish contractors and information about the type of work they do
- Prepare, distribute, and analyze bids
- · Award contracts to contractors

The ICBA function includes the following main areas.

- Contract maintenance
- Contractor maintenance
- Inspections

1.3 Document Scope

This document contains the following:

- 1. Chapter 1 Introduction General introductory information about the computer program, ICBA.
- 2. Chapter 2 Functional Associations General introductory information about the other computer applications programs which are part of TOPAS.
- 3. Chapter 3 Functional Interface Introductory information about other TOPAS computer programs which access the same information as ICBA.
- 4. Chapter 4 Functional Requirements Functional requirements which drive the design/development of ICBA.

2. Functional Associations

In order to accomplish the tasks associated with TOPAS, individual processes are used. The individual processes are activated via selection of the process icons on the TOPAS Guide window.

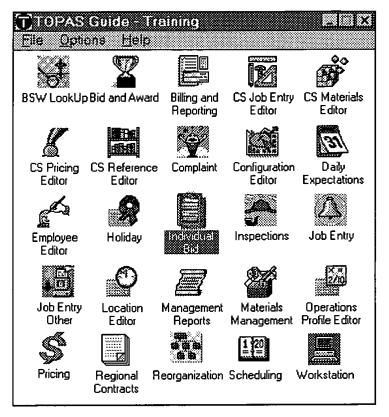


Figure 1 TOPAS Guide Window

2.1.1 BSW Lookup

BSW Lookup is used to add buried service wire (BSW) information to serve as the default when entering buried service wire jobs and steps. Buried service wire lookup information includes work action, contract work item quantity, and minimum and maximum depths and lengths. The information is added for specific state and contract combinations. Information can be deleted and changed.

2.1.2 Bid and Award - Master Contract

The Master Contract Bid and Award (MCBA) function is used to manage the efforts associated with utilizing contractors to construct outside plant facilities. The module creates profiles for each contracting company containing the individual contact, address, billing, license, and insurance information along with the types of open contracts available for work assignment.

The MCBA module also features a process to generate a bid package to distribute to designated contractors on paper or diskette. The module allows the bid coordinator to create bid packages by duplicating existing contracts and then allowing modifications as needed. Once the bid package has been distributed to the contractor, responses can be submitted by placing proposed bid prices on a diskette and supplying the information to the bid coordinator. The bid coordinator then loads the contractors' bid proposal directly to the system for evaluation. The module provides automated bid status tracking along with a price worksheet that reviews prices, provides recommendations, and allows price changes during negotiation. Once a bid is selected, the module awards the chosen bidder and refuses the other bidders.

2.1.3 Billing and Reporting

The Billing and Reporting function allows company personnel and contractors to electronically retrieve work orders, complete work items, and correct rejected work items. The contractor can retrieve engineering work, buried service wire, and routine work orders via the Billing and Reporting module. Displaying a work order, the contractor accepts the selected work item and completions are entered one step at a time by indicating that the substep is complete. Additions, changes, and deletions are sent for approval as a change in billing expectation (CIBE) or material correction. All completions with no change in billing expectation are automatically forwarded for prompt payment.

All variances in billing expectations from the contractor are electronically routed to company personnel for approval. If the users do not promptly respond to the billing variances, the system notifies the next level of management to gain resolution. This notification process ensures that the contractor receives timely payment or that resolution is quickly achieved in order to prevent future billing disputes.

2.1.4 Common Data Management

The system relies on several modules which manage the entry and maintenance of common data utilized to manage the construction of outside plants. The following information briefly describes the function of these key components of the system.

2.1.4.1 Configuration Editor

The Configuration Editor is used to establish and maintain links between resource groups, work types, and material centers. This module is also used to maintain supporting information about the respective links, such as the link between a resource group with a specific set of work types. The user can then define information associated with that resource group/work type link, such as crew size and maximum and minimum material size.

2.1.4.2 CS Job Entry Editor

The Job Entry Editor is used by staff personnel to establish and maintain core job entry tables for the following types of information: work actions, work environments, work action/environment links, material categories/subcategories, work types, standard time increments, work type/standard time increment links, and work type/contract item links.

2.1.4.3 CS Materials Editor

The CS Materials Editor function enables the Core Staff to set up and maintain reel type information and alternate shipping address information. It also displays detailed information for material items.

2.1.4.4 CS Pricing Editor

The CS Pricing Editor function enables the Core Staff to set up and maintain information about state and field report codes (FRCs), labor rates, state percent factors, capital budget codes, CPR items and CPR state book values.

2.1.4.5 CS Reference Editor

The CS Reference Editor function enables the Core Staff to set up and maintain information about field report codes (FRCs), geographic location codes (GLCs), management levels, and job types.

2.1.4.6 Employee Editor

The Employee Editor is used to maintain employee information regarding skill sets, vacation, training, loans, relieving supervision, availability, and scheduling.

2.1.4.7 Holiday Scheduler

The CT Holiday Scheduler function enables the user to schedule company holidays and other non-working days for

region, state, and CMC.

2.1.4.8 Location Editor

The CT Location Editor function enables the user to view information about CMCs, inventory sites, and wire centers and to change LMOS WC Area information.

2.1.4.9 Operations Profile Editor

The Operations Profile Editor provides parameters to manage contract, material, job entry, and work profile defaults. Contract parameters include job close intervals, change in billing expectation wait days, out-of-service days, non-out-of-service days, type wire required, and depth of buried service wire. Material parameters include on-the-job interval/contractor, on job interval/telephone company, open issue jeopardy, budget limit for million conductor feet (MCF), budget limit for fiber kilofeet (FKF), auto junking indicator, auto junk limit, and in-step aggregated days duration.

2.1.4.10 Reorganization

The Reorganization module manages the effort required to rename a wire center or move a wire center or inventory site from one construction management center to another. The reorganization request can be viewed, updated, and approved. In addition, reports are available to assist in the management of the reorganization process.

2.1.5 Complaint

Complaint is used to track the status of customer complaints. Complaints may be related to the company, contractors, or both. The module is used to document the complaint, the assigned responsibility, and its resolution. Complaint data analysis is available based on specific search criteria. In addition, reports are produced to assist in complaint management.

2.1.6 Daily Expectations

Daily Expectations is used by the construction supervisor to assign specific time and work to an individual or crew of technicians for a single day or multiple days. The supervisor assigns job, print, step, and individual substeps to create work assignments for individuals and crews. Work assignments are stored in the system so they can be reviewed and evaluated to measure performance against time expectations.

2.1.7 Individual Bid

The Individual Contract Bid and Award (ICBA) function is used to generate individual contract bid packages and a bidders list, enable the user to identify the contractor for individual bid contracts, and maintain individual contractor bid data.

2.1.8 Inspections

The Inspections function automatically selects completed contracts for inspection based on contract work item codes and construction management centers. The items are selected for inspection utilizing dollar-stratified statistical sampling. The module provides access to reports which are downloaded to laptop computers and used as inspection lists. The inspector retrieves items by resource identification, contractor, restricted pool type, and job number, print, and/or step. Once the list is retrieved, the inspector enters pass or fail status for each substep. There are different fail statuses representing different reasons for not passing the inspection and if the substep has failed inspection, the inspector enters the applicable quality or billing fees, a rework indicator, the inspection date, and appropriate comments. All inspection defects are electronically reported to the contractor.

2.1.9 Job Entry

Job Entry (JE) is the function which is used to enter the job details, configure the job, and initiate pricing of a job. The genesis of a contract for implementation of an Engineering Work Order (EWO) Exhibit "A" job is initiated during execution of the Job Entry function. The results of the job entry detail encoding provide information for a

decision to be made to contract a job.

Job Entry is used to identify and encode work tasks associated with engineering work orders. Work tasks are identified on an engineering work print or series of related work prints that are authorized by an engineering work order. Job Entry has several areas of data input: job, placing, splicing, other, removal, and resize. The job screen provides for entry of general information relating to the engineering work order, such as job name, wire center, designer, and estimated completion date. All placing, splicing, removal, and miscellaneous work is described by individual steps entered on the appropriate screens. The information detailed for each step includes work action, field reporting code, material description, quantities location, and other needed data. When all steps are entered, the work order is configured. Configuration assigns standard time increments and contract work items to each step on the work order.

2.1.10 Job Entry - Other

Job Entry - Other (JEO) is the function which is used to enter the job details and configure the job for Routine Work (RW), Buried Service Wire (BSW), an EWO Exhibit "B", and an EWO Exhibit "B" in lieu of an EWO Exhibit "A". The genesis of a contract for implementation of an EWO Exhibit "B" or an EWO Exhibit "B" in lieu of an EWO Exhibit "A" job is initiated during execution of the JEO function. The results of the JEO detail encoding provide information for a decision to be made to contract a job.

2.1.11 Management Reports

Management Reports is designed to generate reports for all functional areas within TOPAS. The reports are grouped by function for selection. Each predefined system report requires the user to enter criteria that determines the information to be generated for the user requested report. All available reports have a report description feature to view before generating the report.

The reporting system is separated into company or state-level reporting. Company-level reports include summary data from all states while state reports are limited to data within a particular state. The module also provides online report refresh and report selection/execution functionality.

2.1.12 Materials Management

After the schedule is established, the Materials Management function will determine material availability, order materials, receive materials, and update inventory. Materials Management satisfies just-in-time material requirements through: 1) assigning materials from current inventory; 2) ordering new materials; and 3) requesting material transfers from another inventory site.

The materials management process begins with identifying the material requirements needed when the job activities are scheduled. The Material Management module orders the material to arrive a specified number of days prior to start of work on the substep requiring the item. The process manages utilization of existing inventory and the need to order additional material for work order needs. The selected material requirements are preprocessed and grouped into one or more order items using aggregation and various other ordering rules. The order then is sent to the material ordering system for processing.

The Material Management module also manages the efforts required to approve or reject material transfers, receipt of transferring material from another inventory site, and issuance of material to a work order. The module provides for inventory management including junking material, splitting reels, changing material status, viewing transactions, transfers, relocation, and other activities.

2.1.13 Pricing

Pricing is the function which is used to match historical/bid prices to the details of the job. The results of the detailed pricing provide information for decisions to be made for job approval. The job approval level is determined by defined company criteria and will be automatically selected within the pricing function.

Pricing is used to add, adjust, firm, or track costs associated with a job. The module has five main areas: 1) cost adjustments; 2) detailed added costs; 3) expenditure classification; 4) reporting; and 5) job firming. Cost adjustments are used to adjust the cost of a job or to enter a global adjustment percentage to the total cost of a job. Detailed added cost is used to enter miscellaneous costs that were not captured during the job entry process. Expenditure classification is entered to classify costs for expenditure tracking in the budgeting process. There are three reports available: 1) detailed cost; 2) threshold exceeded; and 3) cost tracking. This information is utilized to provide job approval and tracking throughout the construction process.

2.1.14 Regional Contracts

Regional Contracts provides staff and coordinators with the ability to manage standard regional and state contract documents. Standard contract documents are stored and made available for the state contract coordinators. This capability ensures that approved contract documents are used throughout the company and are updated easily, as needed.

2.1.15 Scheduling

Scheduling consists of the following scheduling and maintenance items: 1) activities; 2) commitment dates; 3) priorities; 4) resource availability; 5) material availability; 6) roadblocks; 7) work sequences; and 8) completion dates. Activities are scheduled into four to fifty-two week periods that can be viewed based upon user needs.

The scheduling process places substeps into logical groups called activities. The configuration process also assigns resources and creates priority and completion dates based on user-controlled tables. Activities are scheduled based on priorities, commitment dates, commitment types, and resource availability. Options are available to enter weekly load factors and parameters for an interruption factor, minimum days between activities, overage material interval, and current interval.

2.1.16 Workstation

Workstation allows the technicians to report time and materials used on jobs. The module consists of: 1) time and material reporting; 2) presurvey; and 3) bulk reporting. Time and material reporting provides the ability to report time as it is expended and material as it is placed to individual substeps. Presurvey allows the user to revise the encoded information to reflect work that is added during the presurvey process prior to construction. The bulk reporting feature allows the user to quickly enter large amounts of common data to the system.

2.2

TOPAS Workflow

TOPAS functional processes interact via databases and batch transactions. The following figure is a top level TOPAS workflow diagram which indicates major functional interactions between the TOPAS processes.

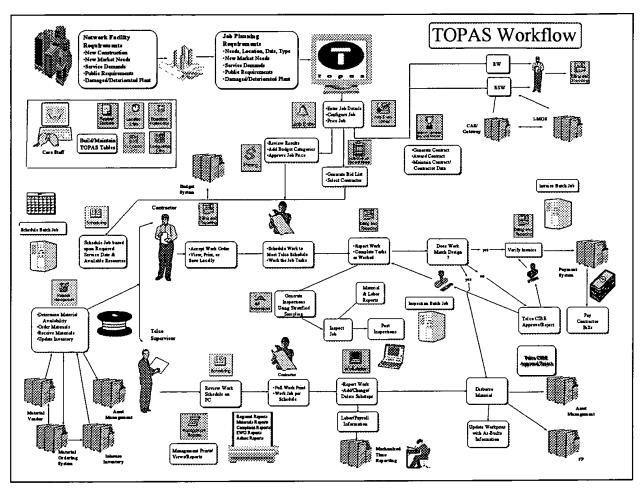


Figure 2 Top Level TOPAS Workflow Diagram

2.2.1 EWO Contract Scheduling

An Engineering Work Order (EWO) will be scheduled for implementation after the job has been Firmed. An EWO can be Firmed in two ways: 1) "Firm" the EWO if the price of the EWO is within established master contract job price limits; or 2) "Firm with Bid" the EWO regardless of whether the price is within master contract job price limits. The following figure is a workflow diagram for EWO Contract Scheduling. The diagram indicates the functional activity required by TOPAS for processing to schedule an Individual Contract or a Master Contract.

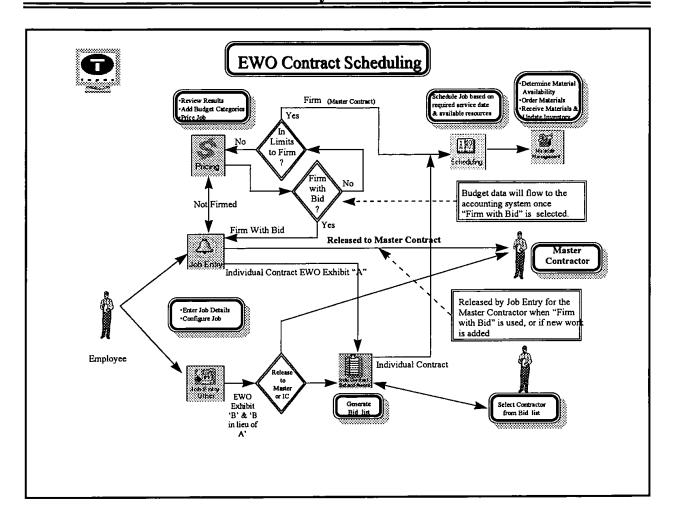


Figure 3 EWO Contract Scheduling Workflow Diagram

2.2.2 EWO Contract Implementation

An Engineering Work Order (EWO) that is executed as an individual bid contract will be implemented subsequent to contractor selection and job scheduling. The following figure is a workflow diagram for EWO Contract Implementation for an Individual bid contract. The diagram indicates the functional activity required by TOPAS for processing to implement an EWO individual bid contract job after scheduling through completion.

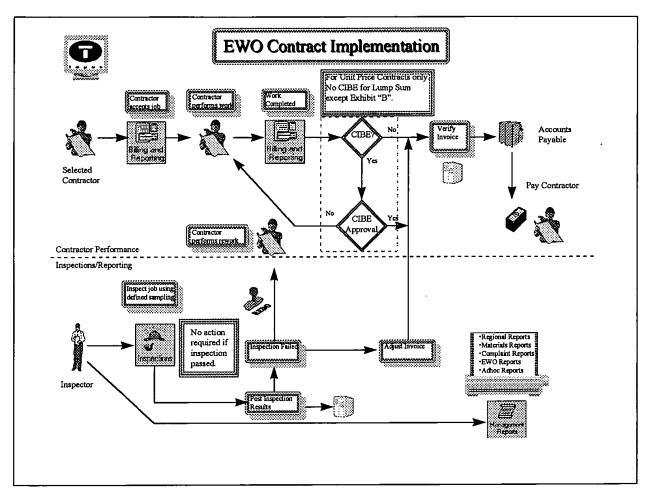


Figure 4 EWO Contract Implementation Workflow Diagram

3. Functional Interface

The functional interfaces for the Individual Contract Bid and Award function occurs through table updates and batch transaction processing. The following paragraphs indicate changes to the TOPAS functions, other than the Individual Contract Bid and Award function, to implement the Individual Contract Feature. The requirements for the TOPAS functional, other than the Individual Contract Bid and Award function, will be defined in the Detail Design Specifications for the individual functions.

3.1 Bid & Award

The ICBA function will interface with the Bid & Award function via established tables as defined in the Data Base Specification. There are no functional changes required for Bid & Award.

3.2 Billing & Reporting

The ICBA function will interface with the Billing & Reporting function via established tables as defined in the Data Base Specification. Individual Contract and Master Contract functionality for Unit Price and for Special Materials & Equipment will be the same. Functionality changes will be required for Lump Sum contracts to generate the correct percent FRC/EXTC based on the original substep CWI. A new presentation for substep completions and logic for invoicing of Lump Sum groupings will be generated.

3.3 Inspections

The ICBA function will interface with the Inspections function via established tables as defined in the Data Base Specification. Individual Contract and Master Contract functionality for Unit Price Individual Bid contracts will be the same. Functionality changes will be required for Lump Sum contracts dependent on the percent of inspected items established by the user. If percent <100 and >0 then inspections would generate once all contractor substeps had been completed on the job. If this is a Lump Sum contract and inspection is set to FULL (100%) then the inspection would be made available after the Lump Sum Group is invoiced.

3.4 Job Entry

The ICBA function will interface with the Job Entry function via established tables as defined in the Data Base Specification. The ability to assign work to the Bid Pool and move work from the Master Contract to an existing Individual Bid Contract will be developed. Functionality to allow the user to select <u>all</u> substeps for a job, print or step will be needed. In addition, add the Release Indicator for the Master Contract if the job was "Firm with Bid" in Pricing.

3.5 Job Entry - Other

The ICBA function will interface with the Job Entry - Other function via established tables as defined in the Data Base Specification. Functionality will be added to create and assign Exhibit 'B' work to an existing Individual Bid Contract if there are Exhibit 'B' CWI's for that Individual Bid Contract. RW and BSW will not be assigned to an Individual Bid Contract.

3.6 Management Reports

The ICBA function will interface with the Management Reports function via established tables as defined in the Data Base Specification. Individual Contract and Master Contract functionality will be the same. Existing reports will be modified to include Individual Bid Contracts as necessary.

3.7 Materials Management

The ICBA function will interface with the Materials Management function via established tables as defined in the Data Base Specification. Individual Contract and Master Contract functionality will be the same. There are no functional changes required for Materials Management.

3.8 Operations Profile Editor

The ICBA function will interface with the Operations Profile Editor function via established tables as defined in the Data Base Specification. Add the "Not to Exceed" percentage variable to the contract section of the OPF parameters. There are no functional changes required for Operations Profile Editor.

3.9 Pricing

The ICBA function will interface with the Pricing function via established tables as defined in the Data Base Specification. Provide functionality that uses the two "not to exceed limits" established in Bid & Award to determine when a job will be "Firm". Also allow the "Firm with Bid" for a job whether it exceeds the two "not to exceed" values or not.

3.10 Regional Contracts

The ICBA function will interface with the Regional Contracts function via established tables as defined in the Data Base Specification. There are no functional changes required for Regional Contracts.

3.11 Scheduling

The ICBA function will interface with the Scheduling function via established tables as defined in the Data Base Specification. Individual Contract and Master Contract functionality will be the same. There are no functional changes required for Scheduling.

3.12 Workstation

The ICBA function will interface with the Workstation function via established tables as defined in the Data Base Specification. Functionality changes will be required that will not allow completions or changes to be made for substeps that have been awarded to an Individual Bid Contract, Unit Price or Lump Sum.

1.

4. Functional Requirements

This chapter contains the ICBA functional requirements.

4.1 General

4.1.1 Using Shortcut Keys

The ICBA function will provide for the usage of shortcut keys. Like most Windows programs, TOPAS gives you a choice about how to perform certain actions. For some actions, you can either single-click on a toolbar button using the mouse or press keyboard keys, depending on the preference. Shortcuts available for ICBA will include those shown in Table 1 Toolbar Buttons & Shortcut Keys.

| Toolbar Button | Shortcut Key | Description | | |
|-------------------|-----------------|---|--|--|
| | Ctrl + R | Refreshes the current display. | | |
| | Ctrl + P | Print Displays a Print dialog box which provides options for printing. | | |
| | Ctrl + S | Save Saves information in the current window to the database. | | |
| | Ctrl + L | Save and Close Saves information in the current window to the database and closes the window session. | | |

Table 1 Toolbar Buttons & Shortcut Keys

4.1.2 Activating the ICBA Function

The Individual Contract Bid and Award (ICBA) function will be activated via the selection of the Individual Bid icon on the TOPAS Guide window. Selection of the icon will initiate display of the ICBA activation window.

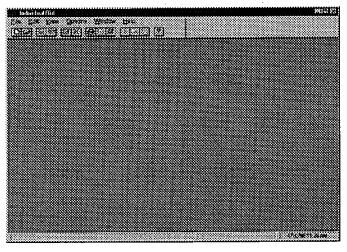


Figure 5 ICBA Activation Window

4.1.3 ICBA Preferences

The user will be able to access the ICBA preferences by selection of *Options* Preferences. This selection will cause display of the Preferences window. The Preferences window will contain the following tabs which are selectable via a single mouse click on the individual tab:

- 1. TOPAS
- 2. Defaults
- 3. Directories
- 4. Package

4.1.3.1 TOPAS Tab

The user will be able to define operational preferences for the following:

- 1. Save Settings on Form Exit
- 2. Message Level
- 3. Toolbar
- 4. Screen Position

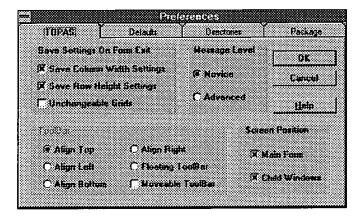


Figure 6 TOPAS Preferences Tab

4.1.3.2 Defaults Tab

The Defaults tab will allow the user to select the default State and CMC that will be used during screen displays which use the values. The first value in each list box will be the initial default value with the subsequent values available for display in the order presented.

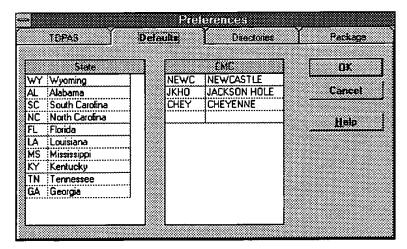


Figure 7 Defaults Preferences Tab

4.1.3.3 Directories Tab

The Directories tab will allow the user to establish the directories to be used for generation of the Bid Package that will be generated and transferred to floppy disk for distribution to the bidders.

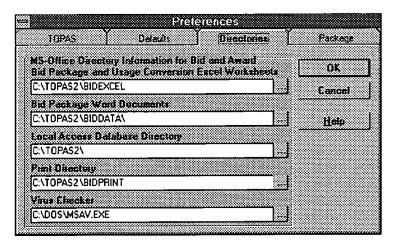


Figure 8 Directories Preferences Tab

4.1.3.4 Package Tab

The Package tab screen will allow the user to select a drive for storage of the Bid Package which will be generated for distribution to the bidders. Also, the user will be able to select the number of labels to be generated for the disks.

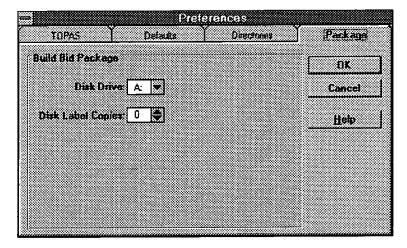


Figure 9 Package Preferences Tab

4.2 Identify Individual Contract

The process of maintaining an individual contract includes generation and maintenance tasks pertaining to the administration of contracts that are let for bid. Contract maintenance will be performed on specific individual contracts.

4.2.1 Create New Individual Contract

A user will be able to select a new contract file operation by selecting File => New or by selecting the New File icon. In either case, the following drop-down menu will be available for selection.

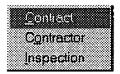


Figure 10 New File Drop-Down Menu

4.2.1.1 Define New Individual Contract

Selection of *Contract* from the New File drop-down menu will initiate creation of a new Individual Contract which will be generated for contractor bid.

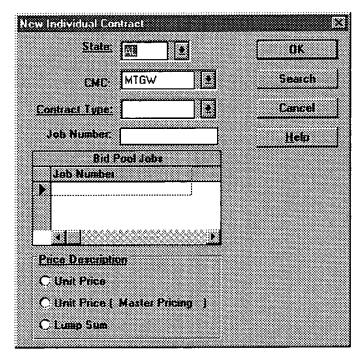


Figure 11 New Individual Contract Window

4.2.1.1.1 Generate Individual Contract Number

An Individual Contract Number will be automatically generated for a specific state, contract type, and EWO substeps from the Bid Pool. The Individual Contract Number will be generated after completion of all required fields, acceptance of optional fields, and selection of the OK button. The Individual Contract Number will be generated using the following format:

Itssyynnnnn

```
where "I" - always the first character,
required to identify an Individual Contract
t - contract type's one character short code,
obtain from Contract Types table
ss - state code from state table
yy - last two digits of the current year
nnnnn - five digit number,
associated with the contract type, state
and year,
begins with 00001,
increment by 1,
reset to 00001 with a new year
```

4.2.1.1.2 Accept Required Entries

The State, Contract Type, and Price Description will be required input. The label names for required fields will be underlined.

- State The State field will be a two character code which matches the State codes listed in the Options Preference List
- Contract Type The Contract Type field will be a drop-down list box of valid Individual Contract Types identified in Regional Contracts.
- Price Description The Price Description field will contain three radio buttons which represent:
 - Unit Price Individual Contract's CWI prices will be entered in ICBA, and will replace the original Master Contract's CWI prices when the Individual Contract is awarded.
 - Unit Price (Master Pricing) Individual Contract's CWI prices will be the same as the original Master Contract's CWI prices
 - Lump Sum. -. Individual Contract's CWI prices will not be used to pay the contractor. Instead, a Lump Sum price will be assigned for a group of substeps, and one (Lump Sum) price will be paid for all the work in the Lump Sum group.

4.2.1.1.3 Accept Optional Entries

The following fields will be optional:

- CMC The CMC field will be a combo list box with a drop-down alphabetical listing of valid CMC codes for the selected state. A code may be selected from the drop-down list or typed into the text box. The list box may also be blank. If the keyed input is not blank, then it will match a value in the drop-down list.
- Job Number The job number will match an EWO job number with at least one open sub-step identified in the Bid Pool. If a job is not selected from the Bid Pool Jobs grid, a Job Number must be entered.
- Bid Pool Jobs grid The Bid Pool Jobs grid will display a list of Bid Pool EWO job numbers. The grid will default to Bid Pool EWO job numbers for the default state and CMC. When the Search button is activated, the grid will be populated with any Bid Pool EWO job numbers for the selected state and CMC. If the CMC text box is blank, the grid will be populated with all Bid Pool EWO job numbers for the state. When a job number is selected in the grid, the Job Number text box will be populated with blanks.

4.2.2 Open Individual Contract

A user will be able to select an existing Individual Contract operation by selecting File => Open or by selecting the Open File icon. In either case, the following drop-down menu will be available for selection.

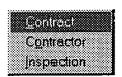


Figure 12 Open File Drop-Down List

4.2.2.1 Select Individual Contract

Selection of *Contract* from the Open File drop-down menu will initiate display of the Open Individual Contract window.

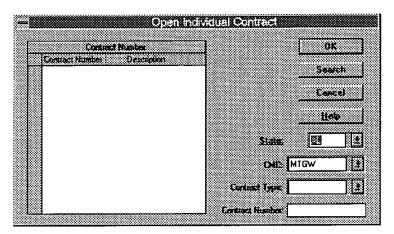


Figure 13 Open Individual Contract Window

4.2.2.1.1 Accept Required Entries

The State field will be the only required entry to perform a search. This form will be available to view the open individual contracts or to modify contract information. The user will be able to select only one individual contract number.

4.2.2.1.2 Accept Optional Entries

The following fields will be optional:

- CMC The CMC combo box will contain a drop-down list which will contain an alphabetical listing of valid CMC codes for the selected state. A code may be selected from the drop-down list or typed into the list box. The list box may also be changed to blanks and be valid. If the keyed input is not blank, then it will match a value in the drop-down list.
- Contract Type The Contract Type combo box will contain a list of valid contract type codes (identified in Regional Contracts) for Individual Contracts.
- Contract Number The Contract Number text box will be used for input of a valid Individual Contract number that exists in the Individual Contract table. The Individual Contract may be active or end-dated. If a contract number is not selected from the Contract Number grid, a Contract Number must be entered.
- Contract Number grid The Contract Number grid will be populated with active Individual Contract numbers
 when the Search function is performed. Only one contract number may be selected at any time, i.e., if one
 contract number is selected when a second contract number is already selected, then the previously selected
 contract number must be de-selected. When a row is selected in the grid, the Contract Number text box will be
 populated with blanks.

4.2.3 Maintain Contract

The Contract Maintenance form will provide a central location for navigating among the various functions or tasks required to build, bid, and maintain an Individual Contract. The Contract Maintenance functions for ICBA will include:

- Variables
- · Work Items
- Usage Setup
- Price Worksheet
- Bid Package
- Disk Input
- Bid Compare
- Status
- Terminate
- Print Doc Copy

The Contract Maintenance form will be displayed when an Individual Contract is created (from New Contract) or opened (from Open Contract). It will also be displayed when a contract maintenance function is closed. The title bar will display the Individual Contract Number after the form name, Contract Maintenance. An icon representing each of the various contract maintenance functions will appear on the form. The Task Status grid will display the tasks which have been completed for the specific Individual Contract.

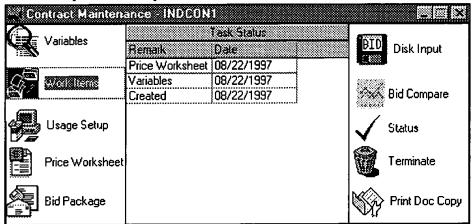


Figure 14 Contract Maintenance Window

4.2.3.1 Variables

The Variables icon will be enabled. When the minimal requirements for fixed variables data have not been saved for the specified Individual Contract number, it will be the only function available. Once the fixed variables data is complete, the Work Item, Usage Setup, Price Worksheet, Bid Package, Disk Input, Status, Terminate, and Print Doc (Document) Copy icons will be enabled according to the requirements described for each function below. Variable data which may be incorporated in the Individual Contract's legal document will be entered on the Variables form. Most of the variables will be used throughout TOPAS when creating, billing, and inspecting jobs. Standard Variables (found on every Individual Contract) will be listed on the Fixed Variables tab. Variables which change from contract to contract are Miscellaneous variables, and will be added, deleted, and changed on the Miscellaneous Tab. There will be two tabs, Fixed Variables and Miscellaneous Variables, on the form. If the Individual Contract is end-dated in the past, both tabs will display the text and descriptions in a view only mode.

4.2.3.1.1 Fixed Variables

The Fixed Variables tab will display a two column grid, labeled Name and Description. The Fixed Variables tab will be the default tab when the Variables icon is activated. A Billing Office combo box will be displayed below the grid. The Billing Office drop-down list box will be populated with a list of billing office addresses associated with the Nickname. In addition, three new variables will be added to the Fixed Variable tab. They will be the Price Description, Note To Exceed Amount, and Lump Sum Inspection Code.

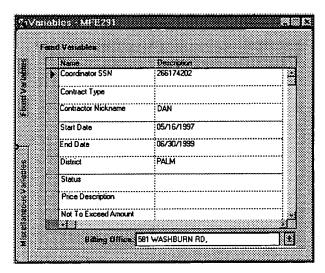


Figure 15 Fixed Variables Tab

4.2.3.1.2 Miscellaneous Variables

The Miscellaneous Variables tab will display a two column grid, labeled Name and Text. The miscellaneous variables will be free form. The variable will be a word or phrase, called the label, with an associated value, known as text. When the Miscellaneous Variables form is opened, a list of miscellaneous variables will be obtained for the specified Individual contract and displayed, by row, in the grid.

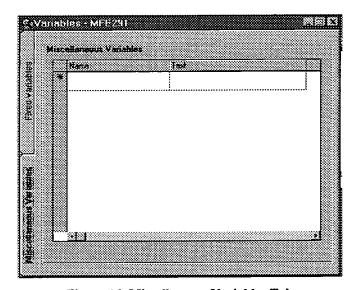


Figure 16 Miscellaneous Variables Tab

The label for the miscellaneous variable will be placed in the Name field. A new label will be added by placing the cursor in the Name field on a blank row and entering the data. The label will be editable. Alphanumeric characters, including spaces, will be allowed. Spaces will be considered to be a part of the label. To save a Name field, an associated Text value will be provided. The Name field will default to upper case letters.

The value for the label in the Name field will be placed in the Text field. The Text column will be populated with an alphanumeric, word, phrase, date, or sentence. The Text field will be editable. Alphanumeric characters, including spaces, hyphens, commas, etc., will be allowed. At least one alphanumeric character will be required to save the Text. The Text field will default to the text which is entered. Information entered on this form will be saved only if the edits on the Fixed Variables form have been satisfied.

4.2.3.2 Work Items

The Work Item icon will be enabled if fixed variable data exists for the selected Individual Contract number. The Contract Work Items form will be used to assign the Exhibit "A" substep (Bid Substep) work and Exhibit "B" CWI codes to an Individual Contract. The form will have two tabs, Substeps and Exhibit B. The selected Individual Contract Number will be contained in the title. When the Work Item icon is selected, the Contract Work Items window will be displayed with the Substeps tab as the default tab.

There will be two conditions in which the form is view only. The first will be when the Individual Contract is end-dated. If the end-date is in the past, both tabs will display in a view only mode. The second is when the Individual Contract is not awarded but a bid package is created. If the Individual Contract has at least one bid package created, and has not been awarded to a contractor, then both tabs will be displayed in a view only mode. Once the contract has been awarded, the tabs will be enabled.

4.2.3.2.1 Substeps Tab

The Substep tab will contain the print and step numbers for Associated Jobs and Assigned Jobs. The Substeps tab will contain the Bid Pool substeps from the Associated Bid Pool jobs which were available when the Individual Contract was established. Only Exhibit "A" Bid Pool Substeps found on the Associated Bid Pool jobs will be assigned to the Individual Contract number on the Contract Work Item form. Exhibit "A" substeps may be assigned to an awarded Individual Contract in the Job Entry application. Exhibit "A" substeps assigned to the Individual Contract in Bid & Award or Job Entry, will be able to be unassigned on the Contract Work Item form when the substep status is open.

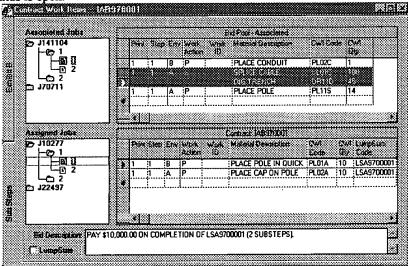


Figure 17 Substeps Tab

4.2.3.2.1.1 Associated Jobs

Jobs, that have been defined for bid which are associated with the selected contract, will be accessible for selection, viewing, and assignment through the associated jobs area of the Substeps tab screen.

4.2.3.2.1.1.1 Associated Jobs Outline

The Associated Jobs outline window will graphically depict the jobs, prints, and steps which are associated with the selected contract. Bid Pool jobs are associated with the Individual Contract when the contract is created. These jobs, along with their print and step numbers, will be displayed in the Associated Jobs outline box when the form opens. If an associated job is no longer open or does not have any bid substeps, the job to contract association will be removed.

4.2.3.2.1.1.2 Associated Bid Pool Grid

When an Associated step number is selected from the Associated Jobs graphic in the outline box, the Bid Pool-Associated grid will be populated with the step's substeps which are open and in the Bid Pool. The Bid Pool grid will contain information for each CWI code on the substep, known as a CWI row. The Step, Environment, Work Action, and Work ID columns for the substep's first CWI code will be populated. The substep's first and subsequent CWI codes will have the Material Description, CWI Code and CWI Quantity columns populated. The Bid Pool grid will default to the first CWI row of the first substep. When a substep is assigned to a contract, the substep information will be populated in the "Assigned" Contract grid, and will be removed from the Bid Pool grid.

4.2.3.2.1.2 Assigned Jobs

Jobs that are associated with the selected contract and have been assigned for action will be accessible for selection, viewing, and update through the assigned jobs area of the Substeps tab screen.

4.2.3.2.1.2.1 Assign CWI Substep to Contract

To assign a Bid Pool substep to the Individual Contract, the Bid Pool substep must be moved to the "Assigned" Contract grid. The "Assigned" Contract grid will contain information for each CWI code on the substep, known as a CWI row. The Status, Step, Environment, Work Action, and Work ID columns of the selected substep's first CWI code will be populated. The Material Description, CWI Code, CWI Quantity, and Lump Sum columns of the substep's first and subsequent CWI codes will be populated. The Lump Sum column will be blank when the substep is moved to the "Assigned" Contract grid. The "Assigned" Contract grid will default to the first CWI row of the first substep. The columns in the grid will not be editable. When a Unit Price with Master Pricing substep is moved to the assigned contract grid and the Individual Contract has not been awarded, the CWI codes will be ineffect and have a current price on the Original Master Contract. When a Unit Price substep is moved to the assigned contract grid and the Individual Contract has been awarded, the CWI codes will be in-effect and have a current price on the Individual Contract.

4.2.3.2.1.2.2 Assigned Jobs Outline

The Assigned Jobs outline will include any job, print, and step numbers with Exhibit "A" and Exhibit "B" substeps previously assigned to the specified Individual Contract number. Previously assigned Exhibit "A" substeps will include substeps assigned and saved in either the ICBA or Job Entry applications. If the Exhibit "A" substep status is either completed or cancelled, the substep will be for viewing only. If an Individual Contract has Lump Sum Pricing, the Lump Sum grouping will be established on the ICBA Work Item form. Exhibit "B" substeps will be assigned to an awarded Individual Contract in the Job Entry Other application. When the Bid Substep is moved to the Individual Contract, it's job, print and step numbers will be moved to the Assigned Jobs outline box, and the moved step number will be highlighted in the Assigned Jobs outline box. If the selected Assigned step has other substeps assigned to the specified Individual Contract, the other substep information (including any Lump Sum codes) will also be displayed in the grid.

4.2.3.2.1.2.3 Assigned Contract Grid

When an Assigned step is selected from the Assigned Jobs outline, the Exhibit "A" and Exhibit "B" substeps will be displayed in the "Assigned" Contract grid. The Exhibit "B" substeps will be for viewing only. Substeps, which are for viewing only, will not be moved to the Bid Pool or placed in a Lump Sum group. A substep will be disabled if the substep has been: 1) cancelled; or 2) completed by the contractor. A substep that has been moved to the contract grid will be locked.

4.2.3.2.1.2.4 Move Assigned CWI Substep to Bid Pool

To move an Assigned Substep from the Individual Contract to the Bid Pool, the Assigned Substep will be selected and, using the drag and drop or double click technique, moved to the "Associated" Bid Pool grid. When the Assigned Substep is moved, it's job, print and step numbers will be copied to the Associated Outline box, and the moved substep will be unlocked. The job, print and step numbers will only appear once in the Associated box, i.e., do not duplicate the numbers. The step number will be highlighted (defaulted) in the Associated Outline box. The

substep information will be populated in the "Associated" Bid Pool grid, and will be removed from the "Assigned" Contract grid. When the step's last Assigned Substep is moved from the contract back to the bid pool, the job, print, and step numbers will be removed from the Assigned Outline box. If the selected "Associated" step has other substeps assigned to the Bid Pool, then the other substep information will be displayed in the grid, also. The "Associated" Bid Pool grid will default to the first CWI row of the substep. An assigned substep will not be moved to the Bid Pool if the substep has been canceled, completed (by the contractor) or is an Exhibit "B" substep.

4.2.3.2.1.2.5 Remove Unit Price Substep Assignment

To remove an assigned substep from a Unit Price Contract to the Bid Pool, the Individual Contract number will be removed from the substep record and the Individual Contract CWI code and price records will be updated or removed. A substep will be moved to the Bid Pool grid only if the substep is an open Exhibit 'A' substep.

4.2.3.2.1.3 Bid Description

The Bid Description text box will be available for either the Unit pricing or the Lump Sum pricing for substeps. An Assigned Substep will be selected by single clicking any CWI row in the substep group. When the Assigned Substep is selected, the Bid Description text box will display a memo field. If the substep is enabled, the text box will be enabled; otherwise, the text box will be displayed in the view mode. The memo is a description or information about the contract bid substep. If a memo has not been entered, the text box defaults to blank.

4.2.3.2.1.3.1 Unit Price Bid Description

Unit pricing includes using either unit pricing with Master Contract codes, wire center, and current pricing, or using Individual Contract codes, wire center, and current pricing. For unit price type of substep, the description field is a description for the specific "Assigned" substep. The description will be optional for each substep. When a substep is selected, the substep's description will be displayed if data has been entered during the current Work Item session, or saved in a prior session. Unit Price description field will be editable if the substep has not been completed by the contractor.

4.2.3.2.1.3.2 Lump Sum Description

For a Lump Sum group, the Description field will be required. Any "Assigned" substep in the group may be selected to display or edit the description. For a Lump Sum group, the description field will be editable only when the selected substep has a temporary or permanent Lump Sum code. When a substep is selected, the Lump Sum code's latest saved description will be displayed. If a selected Lump Sum group has been invoiced, the Lump Sum description field will be read only.

4.2.3.2.1.4 Lump Sum Grouping

Multiple Assigned Steps and Substeps from a single job will be selectable on an Individual Contract with Lump Sum Pricing and grouped into a single Lump Sum Group. When an Assigned Step is selected, and has the same job number as the previously selected step, the "Assigned" Contract grid will display the substeps for all selected steps for the job. The substeps will be listed in step number order. If an Assigned Step is selected and has a different job number than the previously selected step, the "Assigned" Contract grid will only display the substeps for the current selection.

4.2.3.2.1.4.1 Lump Sum Checkbox

The Lump Sum selection box will be enabled if the Individual Contract type is a Lump Sum type contract. The user will be able to select the Lump Sum checkbox to indicate that the assigned and selected substeps will be designated as a Lump Sum group and the Bid Description text box will be used for Lump Sum Description text. The Lump Sum checkbox may be checked when one or more "Assigned" substeps are selected in the "Assigned" Contract grid.

4.2.3.2.1.4.2 Lump Sum Invoice Code

A lump sum invoice code will identify a group of "Assigned" Substeps with the same job number to have one lump payment amount. The Lump Sum invoice code will be set to "no", for not invoiced, when the Lump Sum code is

saved on awarded Lump Sum contracts. The Lump Sum invoice code will be set to "yes" when the last substep in the group is completed by the contractor. (Note: All substeps in the Lump Sum group will be invoiced with the Lump Sum Price when the last substep is completed.)

4.2.3.2.1.4.3 Generate Temporary Lump Sum Code

When the Lump Sum checkbox is checked, each selected substep will be checked to ensure that the selected substep does not have a temporary or permanent Lump Sum code. If no Lump Sum code is found, then a temporary Lump Sum code will be generated. A temporary Lump Sum code will be required to identify the different grouping until the permanent Lump Sum code can be created when the assignments are saved.

4.2.3.2.1.4.4 Determine Cost Appropriation

When each new Lump Sum assignment is saved, the cost appropriation for each substep CWI code in the Lump Sum group will be determined. For accounting purposes, a cost must be associated with a substep's Field Reporting Code (FRC) and a CWI's Expenditure Type Code (EXTC). Therefore, a Lump Sum Price must be split into CWI amounts. If the total cost for the Lump Sum group equals zero, the percentage values will be divided between all CWI's in the Lump Sum group. Based on the CWI code's unit price from the original Master Contract and estimated quantity (CWI amount), a unit cost (Substep amount) will be determined for each substep in a Lump Sum group. The unit cost will be weighted against the sum of the total substeps to obtain a percentage (Substep LS percent). The percentage will be applied to the Lump Sum price to determine the cost to be appropriated to the substep's FRC (Substep LS amount). The CWI percentage and, if the contract is in the awarded state, the amount will be calculated when the LS code is generated. If the Lump Sum price is changed on the Price Worksheet form, the percentage, calculated when the permanent Lump Sum code is assigned, will be used to re-calculate the substep's amount. The total dollar amount for all costs appropriated to the CWI's within an LS group will equal 100% of the Lump Sum group dollar amount.

4.2.3.2.1.4.5 Generate Permanent Lump Sum Code

When the new Lump Sum assignments are saved, a permanent Lump Sum code will be programmatically generated for each temporary Lump Sum code.

4.2.3.2.1.4.6 Return Assigned Lump Sum Substep to Bid Pool

A substep may be returned from a Lump Sum Group to the Bid Pool - Associated from a Lump Sum group if the substep is open (has not been canceled and is not completed by the contractor). The eligible substep will be returned to the bid pool by use of the drag-and-drop function or by double clicking on the eligible substep. If a substep is returned to the bid pool, the Lump Sum code for all other members of the Lump Sum group will be deleted.

4.2.3.2.1.4.7 Regroup Assigned Lump Sum Substeps

A substep in a Lump Sum group may be reassigned to a new Lump Sum Group. If a new Lump Sum group is selected and the contract is in the award state, a new Lump Sum cost must be assigned via the Lump Sum Amount dialog box. If a new LS group number is selected and the contract is in the Bid state, then a new LS Amount is not required. With the selection of one or more CWI rows in the Contract grid and activation of the Lump Sum checkbox, the selected CWI rows will be assigned a new temporary LS group number. The LS group code for any residual members of any LS group (temporary or permanent), that had a member assigned to the new LS group, will be deleted (unassigned to any group). All CWI's assigned to the individual lump sum contract must be assigned to a LS group before the Substeps tab can be saved.

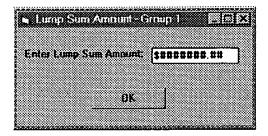


Figure 18 Lump Sum Amount Dialog Box

4.2.3.2.2 Exhibit B Tab

The Exhibit B tab will list the Exhibit "B" (hourly rate) CWI codes which are available to be worked on the Individual Contract (either Unit Price or Lump Sum). Exhibit "B" substeps will be added to the Individual Contract in the Job Entry-Other application. The Exhibit "B" substeps can only be added to an awarded Individual Contract number if 1) the Individual Contract number is assigned to one or more Exhibit "A" substeps on the EWO job, and 2) the Exhibit "B" CWI codes are assigned to the Individual Contract number.

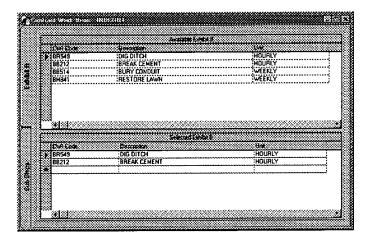


Figure 19 Exhibit "B" Tab

The Exhibit B tab will display two grids, Available Exhibit B and Selected Exhibit B. When the Work Item icon is selected, the Exhibit B tab will appear behind the Substeps tab. When the Exhibit "B" tab is selected, the current regional Exhibit B CWI codes with a type code of "B" will be displayed in the Available Exhibit B grid, and the Individual Contract's current Exhibit B CWI codes will be displayed in the Selected Exhibit B grid. Each of the two grids will contain three columns, CWI code, Description, and Unit (name), with a row for each CWI code (CWI row). The focus will default to the first CWI code in the Available Exhibit B grid.

The Exhibit B tab will be enabled when the Individual Contract is in the bid state. The tab will be view only (or disabled) when the Individual Contract has been awarded. The maintenance of unit price, Exhibit B, Special Material and Special Equipment CWI codes will be performed on the Price Worksheet after the contract is awarded.

4.2.3.2.2.1 Actions

4.2.3.2.2.1.1 Move CWI Code to Exhibit B Grid

Selection of a CWI row in the Available Exhibit B grid with a double click action will move a CWI code to the Selected Exhibit B grid. The CWI code, Description and Unit description will be displayed in Selected Exhibit B grid. If the CWI code already exists in the Selected Exhibit B grid, the CWI code will not be duplicated in the grid. The Available Exhibit B grid will remain unchanged.

4.2.3.2.2.1.2 Remove CWI Code from Exhibit B Grid

Selection of a CWI row in the Selected Exhibit B grid with a double click action will remove a CWI code from the Selected Exhibit B grid. The CWI code, Description and Unit description will be deleted from Selected Exhibit B grid. The Available Exhibit B grid will remain unchanged.

4.2.3.3 Usage Setup

The purpose of Usage Setup for Individual Contracts is to summarize the bid CWI codes with the bid usage (CWI quantities) totals from all substeps assigned to the Individual Contract, and provide a tool to compare and analyze this data with the original and/or other contracts. Usage setup will be available when the selected Individual Contract has: 1) Unit Pricing; 2) not been awarded; 3) at least minimal fixed variable data; and 4) been assigned Substeps.

The Individual Contract will have assigned substeps to open Usage Setup. An option will be provided to itemize the CWI codes and bid usage by job numbers. Activation of the Yes or No button on the Job Detail Usage dialog box will create a Usage Report as an EXCEL spreadsheet displaying the bid CWI codes and bid usage (CWI quantities) totals found on the assigned substeps. Activation of the Cancel button cause the system to return to the Contract Maintenance window.

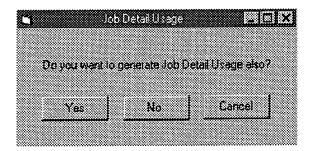


Figure 20 Job Detail Usage - Individual Contracts

4.2.3.3.1 Usage Information Message

A Usage Setup Information Message dialog window will be displayed after selection while the system is generating the Usage Report. The window will allow the user to cancel the report generation prior to completion of the report generation. After completion of the report generation, the informational message dialog window will be removed and replaced by the Excel report.

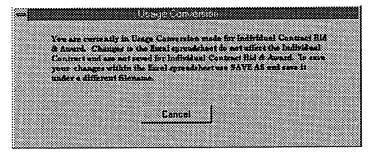


Figure 21 Usage - Informational Message

4.2.3.3.2 Usage Report

The Usage Setup form for Individual Contract will only be available for Unit Price (with or without Master Contract) contracts in the bid state. The EXCEL spreadsheet functions will be available to allow the contract coordinator to modify, import, and compare data from other sources. Changes on the worksheet will not affect the Individual Contract's assigned substeps. The Usage Report may be saved to a file defined by the user by using the SAVE AS function. When Open Usage Setup prepares the EXCEL spreadsheet, the data from the assigned substeps will be used. Once the EXCEL spreadsheet is opened for the Usage Report, the user may open a previously saved spreadsheet. The SAVE AS function will default the directory to the Bid Excel directory identified under Options Preferences option.

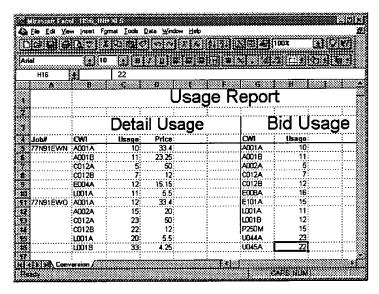


Figure 22A Usage Report - Excel Worksheet

4.2.3.4 Price Worksheet

The Price Worksheet icon will be active if fixed variable data and Bid Pool Substeps are assigned to the selected Individual Contract. The Individual Contract Price Worksheet will be used to maintain the Exhibit "A" and Exhibit "B" CWI codes for Unit Price contracts, and Lump Sum prices for Lump Sum contracts. The form will have two tabs, CWI and Lump Sum. When the form opens, the Lump Sum tab will be the default for Lump Sum type contracts. If the contract is not a Lump Sum contract, the CWI tab will be the default tab.

The Price Worksheet will be view only when:

- a) the Individual Contract is end-dated;
- b) the contract is in the bid state and there are no selected bid contractors; or
- c) the contract is in the bid state and the selected bid contractor is not recommended.

An Individual Contract is in the bid state when the contract is created, and has not been awarded to a contractor. The bid state will not change when a contractor is recommended for the contract. Only one contractor will be recommended at any time during a contract. Only a recommended contractor will be awarded a contract. The contract will be in the awarded state when the award status is saved to the database.

4.2.3.4.1 CWI Tab

The CWI tab will be enabled for Unit Price contracts to display any regional CWI codes, and for Lump Sum contracts to display Exhibit B (hourly rates), Special Material and Special Equipment CWI codes. The tab will display the CWI codes, CWI descriptions, bid usage, price start date, CWI prices, Contractor Nickname, Total Bid

amount, Not To Exceed amount, and Effective Date. A selected contractor will be recommended and awarded only from this tab if the Individual Contract has Unit Pricing. When the Individual Contract is awarded, the CWI codes will be activated and the contract area defined. CWI prices may be increased or decreased for a contractor when an Individual Contract is in the bid state and the contractor is recommended. CWI codes may be added and prices may be revised. When the form opens, it will contain the items indicated in Figure 23 CWI Tab

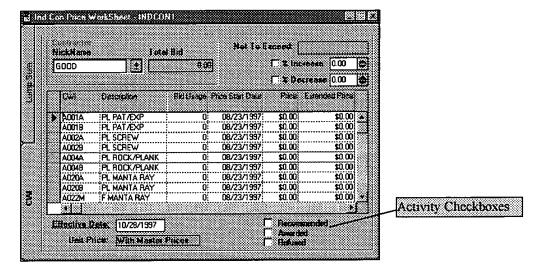


Figure 23 CWI Tab

4.2.3.4.1.1 Nickname

The Nickname field is optional. The drop-down will be an alphabetical listing of selected bidders for the Individual Contract. The field will default to:

- a) blanks when the contract is in the bid state and bidders have not been selected;
- b) the first nickname in the drop-down list when eligible bidders have been selected; and
- c) the Individual Contract's nickname field when the contract has been awarded.

The text box and drop-down will be enabled only when the contract is in the bid state and bidders have been selected. When there are selected bidders:

- d) enable the Nickname text box;
- e) allow a value to be selected from the drop-down list or typed in the text box.

4.2.3.4.1.2 Total Bid

The Total Bid text box will default to zero, when the contract is in the bid state; or total bid amount at the time the contract was awarded. The field will be for display only. When the contract has been awarded, the Total Bid amount will be the summation of the Extended Prices for the contractor.

4.2.3.4.1.3 Not to Exceed

The Not To Exceed text box will default to zero, when the contract is in the bid state; or to the not to exceed amount at the time the contract was awarded. The field will be for display only. When the contract has been awarded, the Not To Exceed amount will be defined by adding the Total Bid amount with the product of the Total Bid amount and the company level "Not to Exceed" variable, which will be a percentage, and rounding the result to the nearest dollar.

4.2.3.4.1.4 Effective Date

The Effective Date text box will be required. The label name will be underlined. The field will default to the contract start date, when the contract is in the bid state, or to the current date, when the contract is awarded. The effective date determines which CWI codes and prices will appear in the CWI Detail grid. The effective date

will be assigned to the start date and price start date prices when CWI codes are added or prices are changed, and to the end date and price end date for CWI codes which are deleted. The Effective Date will not be changed unless the contract is in effect.

4.2.3.4.1.5 CWI Detail Grid

The grid will be populated with any regional CWI codes for Unit Price Contracts, and Exhibit B (hourly rates) and Special Material/Equipment CWI codes for Lump Sum Contracts. Each CWI code will appear on a row (CWI row). Edits to the CWI code and price will be reflected on the Effective Date. When the form is opened or refreshed, the CWI codes will appear in alphabetical order. When the contract is in the bid state, the grid will be populated with the Bid CWI Price data for the specified bid contractor. When the contract is in the awarded stated, the grid will be populated with the Individual Contract's CWI and Price data. A blank row will follow the last populated CWI row to allow the addition of a CWI code

When the Effective Date is changed, the CWI Detail grid will be refreshed and the CWI code data with prices active on the encoded Effective Date will be displayed. If there are no CWI codes with active prices on the Effective Date, the grid will default to a blank row.

The CWI Detail grid will contain the following columns:

- CWI column will be populated with the bid or awarded CWI codes. For Lump Sum Contracts, only allow CWI codes with type code of "B" (Exhibit B) and "O" (Special Material or Special Equipment) to be populated. The column is editable a) when the contract is in the bid state and the contractor is recommended, or b) after the contract has been awarded and saved. The field is alphanumeric. The CWI code must be valid on the regional CWI table.
- 2. **Description** column will be populated with the CWI code's description. The description is required for each CWI code and obtained from the regional CWI table. The field is alphanumeric. The column is not editable.
- 3. **Bid Usage** column will be populated with a) the CWI code's Bid Usage quantity assigned to the contract on the Usage Setup form, when the contract is in the bid status; and b) will be removed when the contract is awarded. The field is an integer type. The Bid usage column is not editable.
- 4. Price Start Date column will be populated with the start date of the CWI's price which is active on the Effective date. The field has a numeric date format of mm/dd/yyyy. The column is not editable. The price start date is systematically generated when a CWI code is added or CWI price is changed.
- 5. Price column will be populated with the CWI's unit amount (price) which is active on the Effective date. The field is displayed as currency. The column is editable for a contractor who is recommended when the contract is in the bid state, and after the contract has been awarded.
- 6. **Extended Price** column will be populated with the amount which is calculated by multiplying the CWI's unit amount times the Bid Usage quantity. The calculation is performed when the contract is in the bid state. When the contract is awarded, the column defaults to zero. The field is displayed as currency. The column is not editable.

4.2.3.4.1.6 Activity Checkboxes

When the Individual Contract is in the bid state, the "Bid Activity" checkboxes will appear on the form. The Bid Activity checkboxes indicate the bid activity for a particular bid contractor. The checkboxes are enabled (on the CWI Prices tab) for Unit Price contracts. The Bid Activity checkboxes are labeled, Recommended, Awarded, Refused. In general, the checkboxes are enabled for a selected bid contractor who has either a bid package created or a bid package override indicator set to "yes" (the bid package override indicator is set on the Bid Package form, and only for Unit Price contracts with Master Contract prices). The special conditions for enabling and disabling each checkbox are included in the section with the checkbox descriptions. In place of the Bid Activity checkboxes, the Activate CWI's read only checkbox will be shown after the contract is awarded. The following activity checkboxes will be available:

 Recommended - checkbox can only be checked for one contractor on a contract. The checkbox default is blank. The recommended checkbox is enabled for a contractor when no contractor has been recommended, or the specified contractor has not been previously recommended. When the checkbox is enabled, click in the

- checkbox to select the "recommended" status.
- Awarded checkbox is enabled for a contractor who is recommended for the contract. The checkbox default is blank. When the Awarded checkbox is enabled, click in the checkbox to select the "awarded" status.
- Refused checkbox can be checked for any contractor on a contract. The checkbox default is blank. The refused checkbox is enabled for a contractor when the specified contractor is not recommended or awarded. When the checkbox is enabled, click in the checkbox to select the "refused" status. A contractor may be changed from the "refused" status to the "bid" status, before or after the status is saved, by removing the check in the Refused checkbox.
- Activate will be a read only checkbox that is used to indicate that the listed CWI's are active. The
 Activate CWI's check box replaces the Recommended, Awarded and Refused check boxes when the contract
 has been awarded and saved.

A contractor cannot be changed from the "awarded" status to the "recommended" status, after the status is saved. The Individual Unit Contract's substeps are unlocked while a Lump Sum are never unlocked, the CWI codes are activated and the Individual Contract's (inspections) pool is established, when the status is saved. (Note, the Individual Contract's pool record is end-dated when the Individual Contract is end-dated.) Before the "awarded" status is actually saved, a warning message will appear, to remind the user that the contract cannot be unawarded, the substeps on a Unit Price contract will be unlocked and the CWI codes will be activated. The message should allow the user to cancel the save action. If the user chooses to continue with the save action, then the "awarded" status is saved.

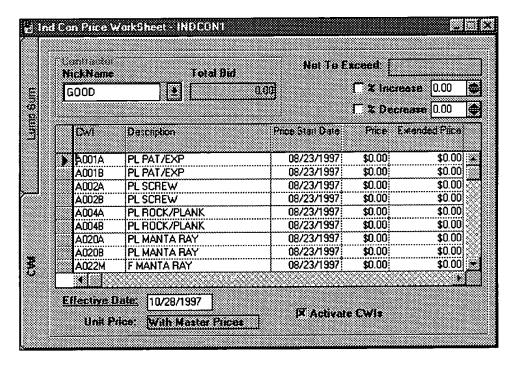


Figure 24 CWI Tab with Activity Checkboxes

4.2.3.4.1.7 Increasing or Decreasing CWI Prices

The % (percentage) Increase and % (percentage) Decrease checkboxes and text boxes will be optional. The checkboxes will default to blank. The text boxes will default to zero (0.00). The boxes will be enabled when an Individual Contract has a) a Unit Price with Master Contract price description and the contractor has been recommended (in the bid state) and saved; and b) been awarded and saved. The increase and decrease functions will be independent actions. When the text box is enabled, a numeric decimal (with two decimal places after the whole number) may be keyed into the box or the spin button may be selected. The number represents a percentage,

e.g., for 100% enter 100.00. The spin button will increment (when the upper spin button is clicked), and decrement (when the lower spin button is clicked) the number by 1. To increase one or more Prices by a percentage, highlight the CWI rows, enter a percentage between zero (0) and 100 in the % Increase text box, and check the % Increase checkbox. To decrease one or more Prices by a percentage, highlight the CWI rows, enter a percentage between zero (0) and 100 in the % Decrease text box, and check the % Decrease checkbox.

When a % Increase or % Decrease checkbox is checked, a) the price found on each highlighted row is calculated with the increase or decrease, as indicated by the checked field; and b) the grid is refreshed with the "new" price in the Price column and the Price Start Date set to the Effective Date.

4.2.3.4.1.8 Modifications In CWI Detail Grid

Modifications in the CWI Detail grid will be performed when the grid is enabled. The modifications include the adding, changing and deleting a CWI code, and changing a CWI price. Any combination of actions are allowed during a session.

4.2.3.4.1.8.1 Addition of CWI Codes

A new CWI code is added when the CWI code is not displayed for an effective date. To add a CWI code to the contract, the Effective Date must have the date the CWI code becomes effective. Select the blank CWI row, place the cursor in the CWI column, enter a CWI code, tab to the Price column, enter an amount, tab to the Extended Price column. When tabbing from the CWI code, verify the CWI code is valid on the regional CWI table and does not duplicate a CWI code currently displayed in the grid. For Lump Sum contracts, verify the CWI code has a type code of "B" or "O", Exhibit B and Special Material/Equipment, respectively. If the CWI code is invalid or a duplicate, display an error message, remove the CWI row with the added CWI code, and place the focus on the current CWI code. If the CWI code is valid and not a duplicate, display the CWI description in the Description column. When tabbing to the Bid Usage column, display a zero in the field. When tabbing to the Price Start Date, display the effective date in the field. When tabbing to the Price, display and highlight a zero in the field. Allow an amount to be entered in the field. The amount should appear in the currency format. When tabbing from the Price column, verify the amount is numeric. If the amount is not numeric, display an error message, display and highlight a zero in the field. When tabbing from the Extended Price column, create a blank row on the next line.

4.2.3.4.1.8.2 Changing CWI Codes

A CWI code is changed when it is a mistake or being replaced with a compatible CWI code. The price of the "old" CWI code may remain or change for the "new" CWI code. To change a CWI code, the Effective Date must have the date the "new" CWI code becomes effective. Highlight the CWI code to be changed, enter a CWI code in the CWI column, and tab to the Description column. If the price is changing, tab or place the cursor in the Price column and change the amount. When tabbing from the CWI code, 1) verify the "new" CWI code is valid on the regional CWI table and does not duplicate a current CWI code which appears in the grid; 2) for Lump Sum contracts, verify the CWI code has a type code of "B" or "O"; and 3) check the Individual Contract's not invoiced substeps, to verify the "old" CWI code is not required for the substeps. If the "new" CWI code is valid or not a duplicate, and the "old" CWI code is not required for a non-invoiced substep, display the "new" CWI description in the Description column, and the effective date in the Price Start Date column. The Bid Usage, Price and Extended Price columns retain the values from the "old" CWI code. If the "new" CWI code is invalid or a duplicate, display an error message, and return and highlight the "old" CWI code.

4.2.3.4.1.8.3 Changing CWI Prices

A CWI price is changed when the CWI code is valid but the amount is not correct. To change a CWI price, the Effective Date must have the date the "new" price becomes effective. Highlight the CWI price to be changed, and enter an amount. Tab to the Extended Price column. When tabbing out of the Price column, verify the amount is numeric. If the amount is valid, place the effective date in the Price Start date column. The other columns remain the same. If the amount is invalid, display an error message, return and highlight the "old" price, and allow the amount to be changed.

4.2.3.4.1.8.4 Deleting CWI Codes

A CWI code is deleted, when it is no longer valid for the Individual Contract. To delete a CWI code, the Effective Date must have the date the CWI is ending on the contract. Select the CWI row to be deleted, click the Delete button on the toolbar. After the Delete button is selected, check the Individual Contract's non-invoiced substeps, to verify the "deleted" CWI code is not required for the substeps. If the CWI code is required, display an error message and place the focus on the CWI code in error. If the CWI code is not required, the grid will immediately remove the CWI row from the grid and refresh the grid with the remaining CWI codes for the effective date.

4.2.3.4.2 Lump Sum Tab

The Lump Sum tab will be enabled only for Individual Contracts with Lump Sum pricing. The tab will display the Lump Sum codes, Job Numbers, Lump Sum amount, Contractor Nickname, Total Bid amount, Not To Exceed amount, Effective Date, and Lump Sum description. A selected contractor must be recommended and awarded on this tab if the Individual Contract has Lump Sum Pricing. When the Individual Contract is awarded the Lump Sum codes are activated and the contract area is defined. Lump Sum amounts and descriptions may be revised for a contractor when an Individual Contract is in the a) bid state and the contractor is recommended, or b) awarded state and the Lump Sum code has not been invoiced. Note, Exhibit "A" CWI codes are maintained on the Contract Work Item form for Lump Sum pricing in the bid and awarded state.

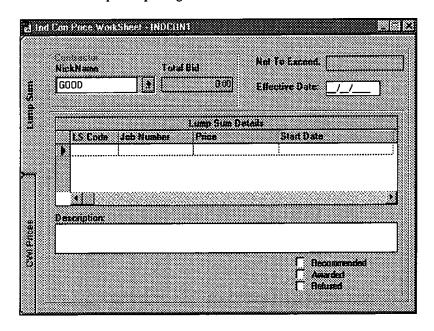


Figure 25 Lump Sum Tab

4.2.3.4.2.1 Total Bid

The Total Bid text box will default to zero, when the contract is in the bid state; or to total bid amount at the time the contract was awarded. The field will be for display only. When the contract is awarded to a contractor, the Total Bid amount will be determined by summing the Lump Sum Prices for the contractor. The Exhibit "B" Special Material and Special Equipment CWI prices are excluded from the Total Bid amount.

4.2.3.4.2.2 Not to Exceed

The Not To Exceed text box will default to zero when the contract is in the bid state; or to not to exceed amount at the time the contract was awarded. The field will be for display only. When the contract is awarded to a contractor, the Not To Exceed amount will be defined by adding the Total Bid amount with the product of the Total Bid amount and the company level "Not to Exceed" variable, and rounding the result to the nearest dollar.

4.2.3.4.2.3 Effective Date

The Effective Date text box input will be required. The label name must be underlined. When the form opens, the field will defaults to the contract start date, when the contract is in the bid state; or to the current date, when the contract is awarded. The effective date determines which Lump Sum codes and prices will appear in the Lump Sum Details grid. The effective date is assigned to the price start date when Lump Sum prices are changed. Once the contract is in effect, the Effective Date may be changed.

4.2.3.4.2.4 Lump Sum Details Grid

The Lump Sum Details grid will be populated with rows of Lump Sum data (Lump Sum row), where the Lump Sum code and price are active on the Effective Date. When the form opens, populate the grid with the a) Bid Lump Sum data assigned to the selected bid contractor, when the contract is in the bid state; and b) Individual Contract's Lump Sum data (Lump Sum row) assigned to the awarded contractor, when the contract is in the awarded state. Place the focus on the first row in the grid. When the Lump Sum code has invoiced, the Lump Sum row is disabled, irregardless of the effective date and Lump Sum price on display. Changing the Lump Sum Price is the only activity allowed in the grid. Lump Sum Codes are added and deleted on the Contract Work Item form. The Lump Sum Details grid will contain the following columns:

- LS (Lump Sum) Code column will be populated with the contract's Lump Sum codes with a price which is active on the Effective Date. The Lump Sum codes are listed in alphabetical order. The field is not editable.
- Job Number column will be populated with the job number of the substep with the Lump Sum code on the Lump Sum row. The field is alphanumeric. The column is not editable.
- Price Start Date column will be populated with the start date of the Lump Sum's price, which is active on the Effective Date. The field has a numeric date format of mm/dd/yyyy. The column will not be editable. The price start date will default to the Effective Date when a Lump Sum price is changed.
- Price column will be populated with the Lump Sum's amount (price), which is active on the Effective date. The field is displayed as currency. The column is editable a) for a contractor who is recommended when the contract is in the bid state, and b) after the contract has been awarded and the Lump Sum code has not been invoiced.

4.2.3.4.2.5 Description Text box

The **Description** text box will be populated with the Lump Sum code's description. When the form opens, the text box will be defaulted to the description for the first Lump Sum Code in the grid. When a Lump Sum row is selected or a field on the row has focus, the description associated with the Lump Sum code will be displayed. The field will be alphanumeric and for display only.

4.2.3.4.2.6 Activity Checkboxes

When the Individual Contract is in the bid state, the "Bid Activity" checkboxes appear on the form. The Bid Activity checkboxes indicate the bid activity for a particular bid contractor. The Bid Activity checkboxes are labeled, Recommended, Awarded, Refused. In general, the Bid Activity checkboxes are enabled for a selected bid contractor who has a bid package created. When the Individual Contract is in the Awarded state, the Activate CWI read only checkbox will appear on the form in place of the Bid Activity checkboxes. The special conditions for enabling and disabling each checkbox are included with the checkbox descriptions. The Activity check boxes will include:

- Recommended checkbox will be checked for only one contractor on a contract. The checkbox default will be blank. The recommended checkbox is enabled for a contractor when a contractor has not been recommended, or the specific contractor has been previously recommended. When the checkbox is enabled, click in the checkbox to select the "recommended" status.
- Awarded checkbox is enabled for a contractor who is recommended for the contract. The checkbox default
 is blank. When the Awarded checkbox is enabled, click in the checkbox to select the "awarded" status. A
 contractor cannot be changed from the "awarded" status to the "recommended" status, after the status is saved.
 The Individual Contract's substeps are marked ready to be worked, the CWI codes are activated, the Lump
 Sum invoice code is set to "no" (for not invoiced"), and the Individual Contract's (inspections) pool is

established, when the status is saved. (Note, the Individual Contract's pool record is end-dated when the Individual Contract is end-dated.) Before the "awarded" status is actually saved, a warning message will appear, to remind the user that the contract cannot be unawarded, the substeps will be ready to work, and the CWI codes will be activated. The message should allow the user to cancel the save action. If the user chooses to continue with the save action, then the "awarded" status is saved. The system will verify that the job has been set 'Firm' and if it has not the work will not be released to the contractor.

- Refused checkbox can be checked for any contractor on a contract. The checkbox default is blank. The refused checkbox is enabled for a contractor when the specified contractor is not recommended or awarded. When the checkbox is enabled, click in the checkbox to select the "refused" status. A contractor may be changed from the "refused" status to the "bid" status, before or after the status is saved, by unchecking the Refused checkbox.
- Activate CWI's will be a read only checkbox that is used to indicate that the listed CWI's are active. The
 Activate CWI's check box replaces the Recommended, Awarded and Refused check boxes when the contract
 has been awarded and saved.

4.2.3.4.2.7 Changing Lump Sum Prices

To change a Lump Sum price on the contract, the Effective Date must have the date the "new" price becomes effective. Highlight the Lump Sum price to be changed, enter an amount in the Price column, tab to the next line. When tabbing from the Price column, verify 1) the Lump Sum code has not invoiced; and 2) the amount is numeric. If the price is valid, change the Price Start Date to the Effective Date. If the price is invalid or appears on an invoiced Lump Sum code, display an error message, replace the "old" Lump Sum amount in the Price column and place the focus on the "old" Lump Sum amount.

4.2.3.5 Bid Package

The **Bid Package** icon will be enabled if fixed variable data and Bid Pool Substeps exist for the selected Individual Contract number, and the contract has not been awarded to a contractor. A bid package may be placed on diskette or printed for each bidder. If one or more bid packages are to be placed on diskette for a bidder, the Disk Input and Status icons will be enabled. If bid packages are placed on paper only, the Status icon is enabled and the Disk Input icon remains disabled.

The Bid Package form will be used to 1) select contractors to bid on the Individual Contract, 2) select and edit regional and/or state contract document templates, and 3) print or create disks with the bid documents. The Bid Package form will contain the tabs and fields as indicated in Figure 26 Bid Package Form.

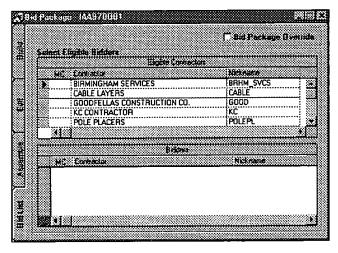


Figure 26 Bid Package Form

When the Bid Package form is opened, the Individual Contract Number will appear in the title, and the four tabs, Bid List, Assemble, Edit and Build will be displayed. Each tab will be enabled if the Bid Package Override

checkbox is not selected. If the checkbox is marked, the Bid List tab will be enabled and the remaining tabs will be disabled.

4.2.3.5.1 Bid List Tab

When the tab is opened, the Eligible Contractors for the Individual Contract's contract type and state code will be displayed in the Eligible Contractors' grid. If contractors have been previously selected and saved for this contract, the contractors will be displayed in the Bidders grid.

4.2.3.5.1.1 Bid Package Override

When Bid Package Override is indicated, it will allow contracts with Unit Price with Master Contracts to be recommended, awarded, or refused (on the Price Worksheet) without selecting contract document templates and creating the bid package. The Bid Package Override checkbox will be enabled only if the contract is a Unit Price with Master Contracts type and a Master Contractor is selected from the eligible bidders list. If the Bid Package Override checkbox has been selected (x in the box), the checkbox may be de-selected if a contractor has not been recommended, awarded or refused (on the Price Worksheet).

4.2.3.5.1.1.1 Eligible Contractors Grid

The Eligible Contractors grid will contain the eligible Contractor and the contractor's Nickname. If an eligible contractor has a current valid Master Contract, an indication of the master contractor (MC) will be given. The eligible contractors will include only contractors that are approved for Individual Contracts for the selected state.

4.2.3.5.1.1.2 Bidders Grid

The Bidders grid will contain the contractors that have been moved from the list of eligible contractors in the Eligible Contractors grid. The contractor's name and nickname will be displayed in the grid.

4.2.3.5.1.2 Actions

4.2.3.5.1.2.1 Move Contractor to Bidders Grid

The user will be able to move one or more contractors from the Eligible Contractors grid to the Bidders grid.

4.2.3.5.1.2.2 Remove Contractor from Bidders Grid

The user will be able to remove one or more contractors from the Bidders grid.

4.2.3.5.1.2.3 Save Bidders List

The Bidders List associated with this contract will be updated when the Bidders List is saved. The first time a contractor is on the Bidders List when it is saved, create the Bid CWI Price, Bid Lump Sum Code, and Bid Lump Sum Price, and Generic Bid Document records for the contractor. If a contractor that was previously associated with this contract is removed from the Bidders List, the contract association records for the contractor will be deleted.

4.2.3.5.1.2.4 Save New Contractor Listed in Bidders Grid

A contractor that is added to the Bidders grid will be saved.

4.2.3.5.1.3 Generate Reports

New bid price reports will be generated for Individual Contracts to present the Exhibit A details, Exhibit A summary, Exhibit B details, and Lump Sum code details. The reports will be generated as EXCEL spreadsheets when the bid package is printed or created on disk. When the report files appear on a diskette, they will be encrypted and key code protected when sent to the contractor and the Authorization Page will be generated.

4.2.3.5.1.3.1 Unit Price Contract

Two bid price reports will be generated for the Exhibit A CWI codes on the assigned substeps:

- a) the "Work Content" report, which lists the CWI code details, by job number, print number, step number, work action and work ID; and
- b) the "Contractor Bid Prices" report, which summarizes the CWI codes, with total quantity and Unit Price, and calculates the Extended Price. When the report is on disk, the Unit Price will be editable by the contractor.

| | | | | | Work Co | rtert | | |
|---|----------|---------|--|------|--------------|-------|---------------|----------|
| Contract | #:INDB | SW1 | <u>; </u> | | | Title | | |
| Job | s: J1027 | 7, J224 | 197 | | | | | |
| *********** | | | Work | Work | Material | CWI | CWI | CW |
| do | Print | Step | Action | ID. | Description | Code | Description | Quantity |
| 10277 | : 1 | 1 | P 1 | 1 | ALUM CONDUIT | PL02C | PLACE CONDUIT | |
| ••••• | | | S | | COPPER4 PLI | SL01C | SPLICE CABLE | too |
| | | 2 | P 2 | 2 | 10 FT POLE | PLIAC | PLACE POLE | |
| • | | | .P | : | ANCHOR | AN12C | BURY ANCHOR | 1 |
| 22497 | 1 | 3 | P 3 | ¥: | | D12F7 | DIG TRENCH | 1 |

Figure 27 Work Content Report - Unit Price Contract

| 4 | Company Nam | | | | | | |
|-----------------------|--------------------|--------|----------|-------|--|--|--|
| Contractor Bid Prices | | | | | | | |
| Contract # INDBSW1 | | Title: | | | | | |
| Job | s: J10277, J22497 | | | | | | |
| CWI | CWI | CWI | CWI | Unit | Extende d | | |
| Code | Description | Qty | Unit | Price | Price | | |
| РШ1А | PLACE 10FT POLE | 248 | hourly | 22.21 | visionininininininin kaledoninininininininin | | |
| PLO18 | BURY 100FT CONDUIT | 21 | weeldy | 11425 | 2399.25 | | |
| PL02A | BURY GROUND ROD | 198 | per foot | 7,77 | 1522.92 | | |
| | | | | | | | |

Figure 28 Contractor Bid Prices Report - Unit Price Contract

4.2.3.5.1.3.2 Unit Price or Lump Sum Price Contract

A bid price report, "Hourly Rates", will be created for the Exhibit B CWI codes. When the report is on disk, the Unit Price will be editable by the contractor.

| < Company Name> | | | | | | |
|--------------------|---------------------|--------|--------|--|--|--|
| Hourly Rates | | | | | | |
| Contract # INDBSW1 | | | | | | |
| Jobs | :: J10277, J22497 | | | | | |
| CWI | CWI | CWI | Unit | | | |
| Code | Description | Unit | Price | | | |
| РШ1А | PLACE 10FT POLE | hourly | 22.21 | | | |
| PL01B | BURY 100 FT CONDUIT | weekly | 114.25 | | | |
| PL02A | BURY GROUND ROD | hourly | 7.77 | | | |

Figure 29 Unit Price & Lump Sum Price Contracts

4.2.3.5.1.3.3 Lump Sum Price Contract

A bid price report, "Work Contents", will be created for the Exhibit A CWI codes. The report will list the CWI code details by Lump Sum Code and job number, print number, step number and work action. When the report is on disk, the Lump Sum Price will be editable by the contractor.

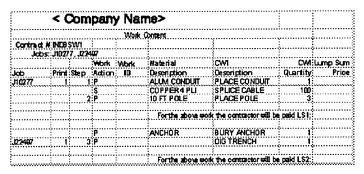


Figure 30 Work Content Report - Lump Sum Price Contract

4.2.3.5.2 Assemble Tab

The Assemble tab display will contain an Available Components grid and a Selected Components grid. The tab will be used to allow the user to select the documents that will be assembled to produce the Bid Package. The Available Components grid will be populated with the available document types for the Individual Contract's contract type and state/regional code. Documents which have been previously selected and saved, which are associated with the selected contract, will be shown in the Selected Components grid.

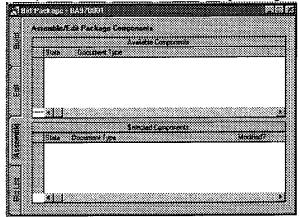


Figure 31 Bid Package - Assemble Tab

Information for the Selected Components will be saved. If information for this contract was previously saved, the information will be updated to reflect the current components. The information will include at least the following:

- 1. State/Regional Code
- 2. Contract Number
- 3. Document Type
- 4. Contract Type Name
- 5. Contract Document Start Date
- Contract Document End Date

Generic information for each document type listed in the Selected Components grid for the contract will be generated which will include at least the following:

- 7. Bidder Nickname = TOBEBID
- 8. State Code
- 9. Document Type
- 10. Contract Number
- 11. Contractor Nickname
- 12. Document Template

4.2.3.5.3 Edit Tab

The Edit tab screen will be used to allow the user to edit the Selected Document types in the Document grid. The Articles document type will not be selectable. If a document type is selected, the generic document will be retrieved and displayed in Microsoft Word (Word) to allow the user to modify the template using the Word function. When the document is saved in Word, it is saved to a file on the PC. When the document is saved from the Edit tab, the modified template will be saved as the generic document for the Individual Contract.

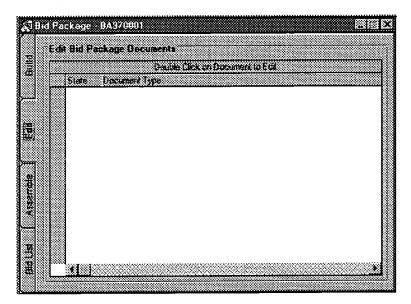


Figure 32 Bid Package - Edit Tab

4.2.3.5.4 Build Tab

The Build tab screen will display the Selected Bidders and the Selected Components (documents) that have been associated with the selected Individual Contract. The selected Bidders and document types must be saved prior to building the bid package.

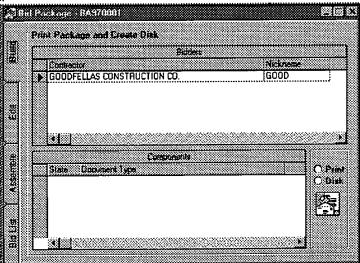


Figure 33 Bid Package - Build Tab

4.2.3.5.4.1 Document Templates

When the "Build" button is selected, in addition to the normal symbolic parameters, check the document templates for the <Exhibit A> and <Exhibit B> group parameters. When the Exhibit "A" and Exhibit "B" data is substituted for the parameter, place the data and column headings in a table without borders. This will align the columns and rows and print the data without showing the gridlines.

4.2.3.5.4.1.1 Exhibit A Parameter

When the < Exhibit A> parameter is found in a document, a summary of the contractor's Individual Contract's CWI Codes with a type code of "A", will be placed in the document. For Unit Price contracts, the Exhibit A column document format will be similar to the Contractor Bid Prices EXCEL Report (without the grid lines). There will be five aligned columns, with the sub-headings: "CWI Code", "CWI Description", "CWI Qty", "CWI Unit", and "Unit Price". The column sizes and types are: CWI code - 10 characters - upper case. CWI description - 25 characters - upper case, CWI quantity - 5 digit integer, CWI Unit - 15 character - upper case, and Unit Price - 12 digits - currency. The CWI codes will be unique, listed with one per row, and in alphabetical order. For each CWI code, display the CWI's description, accumulated bid usage quantity, CWI's unit value (from the CWI table) and bid unit price, in their respective columns. For Lump Sum Price contracts, the Exhibit A column document format will be the same as the Work Content EXCEL Report (without the grid lines). There will be nine aligned columns, with the sub-headings: "Job", "Print", "Step", "Work Action", "Work ID", "Material Description", "CWI Description", "CWI Quantity", and "Lump Sum Price". The column sizes and types are: job number - 8 characters, Print number - 5 characters, Step number - 5 characters, Work Action - 6 characters - upper case, Work ID - 8 characters, Material description - 25 characters - upper case, CWI description - 25 characters - upper case, CWI quantity - 5 digit integer, Lump Sum price - 12 digits - currency. For each substep with Exhibit A CWI codes, display the job number, print number, step number, work action code, material description (from the substep), CWI code's description, CWI quantity (for the substep) and Lump Sum code and Lump Sum price. The substeps will be listed in alphabetical order by job, print, step and substep number (substep number is held behind the scene). When there are several CWI codes on a substep, the job, print and step numbers will be listed on the first row of each substep group. When the step number changes for a print, display the step number on the first line of the substep group. When the print number changes for a job, display the print number and step number on the first line of the substep group. When all substep CWI details are displayed for a Lump Sum Code, skip to the second line after the last CWI detail line to print the Lump Sum information: between the Work Action column and the CWI Quantity column, wrapping to the next row if necessary, print the Bid (Lump Sum) description (text); at the end of the text but in the CWI Quantity column, print the Lump Sum code, followed by a colon (:). Following the Lump Sum code, print the Lump Sum price in the Lump Sum Price column. The substep CWI details for the next Lump Sum Code should begin two lines below the Lump Sum message. Blanks should appear in any column without a value.

4.2.3.5.4.1.2 Exhibit B Parameter

When the <Exhibit B> parameter is found in a document, list the contractor's Individual Contract's CWI Code with a type code of "B". For Unit Price and Lump Sum Price, the Exhibit B column document format will be the same as the Hourly Rates EXCEL Report (without the grid lines). There will be four aligned columns, with the sub-headings: "CWI Code", "CWI Description", "CWI Unit", "Unit Price". For each CWI code, display the CWI's description, CWI's unit value and bid unit price, in their respective columns. If there aren't any Exhibit B CWI codes assigned to the contract, display the parameter. Each CWI code will appear on a separate line. The column sizes and types are: CWI code - 10 characters - upper case, CWI description - 25 characters - upper case, CWI unit - 15 character - upper case, Unit price - 12 digits - currency.

4.2.3.5.4.1.3 Bid Package EXCEL Spreadsheets

When the "Build" button is selected and the document templates are complete, the EXCEL spreadsheets will be created. Based on the Individual Contract's pricing, open the EXCEL template (.xlt extension) with the Work Content, Contractor Bid Prices, and Hourly Rates workbooks, to create the workbook files (.xls extension).

Once the Bid Package is printed or created to diskette, delete the workbook files. The titles and sub-titles are common on all the Individual Contract bid reports:

- a) The company name will appear in the left top of each report.
- b) The report title will be centered on the report on the line below the company name.
- c) On the left of the next line, place a sub-title to identify the Individual Contract number.
- d) On the left of the following line, place a sub-title to identify all job numbers with Exhibit A substep assignments for the Individual Contract. The job numbers are separated by commas and listed in alphanumeric order. The job numbers appear on the Exhibit B report because Exhibit B substeps can only be added to job with Exhibit A CWI codes assigned to the Individual Contract (in Job Entry Other).

4.2.3.5.4.1.4 Unit Price Reports

Create two new bid price reports in one EXCEL workbook for the Exhibit A CWI codes on Individual Contracts with Unit Price. Place each report on a separate spreadsheet, with the report name as the tab name. Each job number will be unique and separated with a comma.

- a) The "Work Content" report will be the first spreadsheet in the workbook. There will be nine columns, with the sub-headings: "Job", "Print", "Step", "Work Action", "Work ID", "Material Description", "CWI Code", "CWI Description", and "CWI Quantity". The column sizes and types are: job number 8 characters, Print number 5 characters, Step number 5 characters, Work Action 6 characters upper case, Work ID 8 characters, Material description 25 characters upper case, CWI code 10 characters upper case, CWI description 25 characters upper case, CWI quantity 5 digit integer. For each substep with Exhibit A CWI codes, display the job number, print number, step number, work action code, material description (from the substep), CWI code, CWI code's description, and CWI quantity (for the substep). The substeps will be listed in alphabetical order by job, print, step and substep number (substep number is held behind the scene). When there are several CWI codes on a substep, the job, print and step numbers will be listed on the first row of each substep group. When the step number changes for a print, display the step number on the first line of the substep group. Blanks should appear in any column without a value. The contractor will not be able to change data on the decrypted report file.
- b) The "Contractor Bid Prices" report, will be the second spreadsheet in the workbook. There will be six columns, with the sub-headings: "CWI Code", "CWI Description", "CWI Qty", "CWI Unit", "Unit Price", and "Extended Price". The column sizes and types are: CWI code 10 characters upper case, CWI description 25 characters upper case, CWI quantity 5 digit integer, CWI Unit 15 character upper case, Unit price 12 digits currency, and Extended Price 15 digits currency. For each Exhibit A CWI codes for the contractor's Individual Contract, display the CWI code, CWI code's description, accumulated CWI quantity (for the contract), CWI's unit value, CWI's price (for the contract), and calculated Extended Price (CWI QTY times UNIT PRICE). The CWI codes will be unique and listed in alphabetical order. The contractor will be able to change the Unit Prices on the decrypted report file. If the Unit Price is changed, the Extended Price is automatically re-calculated. The contractor's bid prices are updated to the Bid CWI Price tables via the Disk Input task.

4.2.3.5.4.1.5 Unit Price or Lump Sum Price Reports

- 1) Create a new bid price report, "Hourly Rates", in one EXCEL workbook for the Exhibit B CWI codes for Individual Contracts with Unit Price or Lump Sum pricing. There will be four columns, with the subheadings: "CWI Code", "CWI Description", "CWI Unit", "Unit Price". For each CWI code, display the CWI's description, CWI's unit value and bid unit price, in their respective columns. If there aren't any Exhibit B CWI codes assigned to the contract, display the parameter. Each CWI code will appear on a separate line. The column sizes and types are: CWI code 10 characters upper case, CWI description 25 characters upper case, CWI unit 15 character upper case, Unit price 12 digits currency. The contractor will be allowed to change the Unit Price when the report file is decrypted on diskette The contractor's bid prices are updated to the Bid CWI Price tables on the Disk Input form.
- 2) Create a new bid price report, "Work Contents", in one EXCEL workbook for the Exhibit A CWI codes for Individual Contracts with Lump Sum Pricing. There will be nine equally spaced columns, with the sub-

headings: "Job", "Print", "Step", "Work Action", "Work ID", "Material Description", "CWI Description", "CWI Quantity", and "Lump Sum Price". The column sizes and types are: job number - 8 characters, Print number - 5 characters, Step number - 5 characters, Work Action - 6 characters - upper case, Work ID - 8 characters, Material description - 25 characters - upper case, CWI description - 25 characters upper case, CWI quantity - 5 digit integer, Lump Sum price - 12 digits - currency. For each substep with Exhibit A CWI codes, display the job number, print number, step number, work action code, material description (from the substep), CWI code's description, CWI quantity (for the substep) and Lump Sum code and Lump Sum price. The substeps will be listed in alphabetical order by job, print, step and substep number (substep number is held behind the scene). When there are several CWI codes on a substep, the job, print and step numbers will be listed on the first row of each substep group. When the step number changes for a print, display the step number on the first line of the substep group. When the print number changes for a job, display the print number and step number on the first line of the substep group. When all substep CWI details are displayed for a Lump Sum Code, skip to the second line after the last CWI detail line to print the Lump Sum information; between the Work Action column and the CWI Quantity column, wrapping to the next row if necessary, print the Lump Sum description (text); at the end of the text but in the CWI Quantity column, print the Lump Sum code, followed by a colon (:). Following the Lump Sum code, print the Lump Sum price in the Lump Sum Price column. The substep CWI details for the next Lump Sum Code should begin two lines below the Lump Sum message. Blanks should appear in any column without a value. The contractor will be allowed to modify the Lump Sum on the decrypted report file. The contractor's bid Lump Sum prices are updated to the Bid CWI Price tables in the Disk Input task.

4.2.3.6 Disk Input

The **Disk Input** icon will be enabled when the selected Individual Contract has at least one contractor with a Bid Packages saved to disk. The icon will be disabled when a contractor has been awarded the selected Individual Contract. Exhibit A and Exhibit B bid unit prices will be on separate EXCEL reports. Lump Sum Price report will be updated to the bid lump sum price table. Disk Input will be used to receive bid prices from the contractor's diskette. After checking the diskette for viruses, the system will copy the contractor's price information to the Price Worksheet. The Price Worksheet will then be available for review.

4.2.3.6.1 Input Bidder Selection

A disk input screen will be displayed to allow the user to designate the bidder's that have returned disk input bid prices for review for the selected contract. The screen will use the contract identification as part of the screen title.

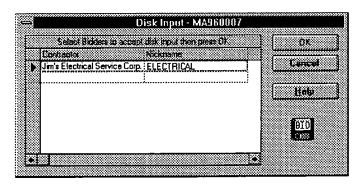


Figure 34 Disk Input Screen

Selection of a bidder for disk input will initiate display of a bid package disk instruction note to insert the disk for input. When the disk has been inserted, a virus scan will be run against the diskette before the data on the disk is accessed. The disk data will be used only if the disk passes the virus scan. If the disk passes the user will be allowed to use the disk. After the new bid data has been used to update the information for the contractor bid, a Task Status Record will be established which will include:

1. State Code

- 2. Contract Number
- 3. Task remark of "Disk Input"
- 4. Date of successful Bid Package Disk input from the first contractor.

4.2.3.6.2 Unit Pricing

When the Individual Contract has Unit Pricing, the data will be read from the inserted diskette and the following information pertaining to the affected contractor will be updated with the bid data:

- 1. Excel spreadsheet "Contractor Bid Prices" report
- 2. Excel spreadsheet "Hourly Rates" report
- 3. Bid CWI price records

4.2.3.6.3 Lump Sum Pricing

When the Individual Contract has Lump Sum Pricing, the data will be read from the inserted diskette and the following information pertaining to the affected contractor will be updated with the bid data:

- 1. Excel spreadsheet "Work Contents" report
- 2. Excel spreadsheet "Hourly Rates" report
- 3. Bid Lump Sum Price records
- 4. Exhibit "B" CWI Bid CWI Price records

4.2.3.7 Bid Compare

The purpose of the Bid Comparison Reports is to identify the lowest bidder and provide price averages and percentages for a bid contract. The reports are in an EXCEL workbook, which has four (4) spreadsheets:

- 1) The Compare Lowest Bidder (Unit Price) spreadsheet will list the bid contract's selected bidders with their bid prices (unit prices) for the bid CWI codes. The lowest bidder will be identified with it's nickname and bid prices displayed in the first column to the left of the other bidders.
- 2) The Compare Lowest Bidder Average (% Difference) spreadsheet will list the lowest bidder's bid prices, the average bid prices of all selected bidders and the percentage difference between the lowest bidder's and average price.
- 3) The Compare Bidders To Lowest Bidder (% Difference) spreadsheet list the bid contract's grand totals for each bidder's bid prices and the percentage difference between a higher bidder and the lowest bidder's grand totals. The grand total is the sum of the bid price times the bid usage quantity.
- 4) The Bid Data spreadsheet is not a report. It lists the bid contract's data used to compile and format the three reports above. The Bid Data lists bid contract number, contractor's nickname, CWI code, bid unit price, bid usage quantity and bid total (price times quantity) per CWI code.

The Bid & Award presentation will be revised as follows:

- a) A new icon, Bid Compare, will be added to the Contract Maintenance form.
- b) The icon will be enabled when a bid contract has at least one bid package created.
- c) The icon will be disabled when the bid contract is awarded and in-effect.
- d) When the icon is enabled and double clicked, the Bid Comparison EXCEL workbook will be displayed for the opened bid contract. The reports will be pre-populated using bid data. All selected bidders are included in the bid data selection.
- e) When a CWI code doesn't exist for a bidder (but exists for one or more of the other bidders), the unit price will be blank on the Compare Lowest Bidder (Unit Price) report, and zero on the Compare Lowest Bidder Average (% Difference) and Compare Bidders To Lowest Bidder (% Difference) reports.
- f) Any previously saved workbooks will not be accessed automatically. The normal EXCEL functions will be available. The workbook will not be automatically saved. The user must save the workbook to a directory and file of their choice.

4.2.3.8 Status

Status

The Status icon will be enabled when one or more bid packages has been created (on diskette or print) for the selected Individual Contract number, and the contract has not been awarded to a contractor. The Contract Bid Status window will be used to track the status of the various bidders for a bid contract. The following status values will be valid:

- 1. Awarded The bidder has been awarded. This bidder's specific bid package can be edited.
- 2. Bid The contract has not gone into effect, but the bid package has been produced.
- 3. Declined The contract has been awarded to another bidder but this bidder never had any prices input into the system.
- 4. Disk Input A bidder's contract work item prices, joint trench, and pole handling charges have been input from diskette.
- 5. Pre-Bid The bid package has not been produced.
- 6. Recommended A bidder has been recommended. This bidder's specific bid package can be edited.
- 7. Refused The successful bidder refused the contract.
- 8. Rejected The contract has prices in the system for this bidder; however, another bidder was awarded the contract.

4.2.3.8.1 Display Status of Bid

Selection of the Status icon will initiate display of the Bid Status screen. A list of all bidders for the contract will be listed. The user will be able to select a bidder and the status of the bid package events will be listed in the Status grid.

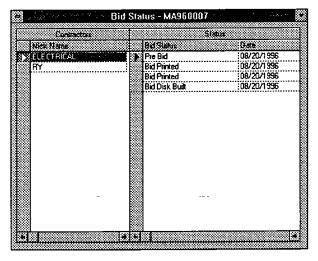


Figure 35 Bid Status Window

4.2.3.9 Terminate

The Terminate icon will be enabled if fixed variable data exists for the selected Individual Contract number. The Terminate function will be used to terminate a contract.

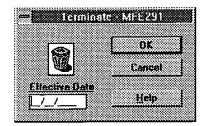


Figure 36 Terminate Contract Window

4.2.3.10 Print Doc Copy

The Print Doc Copy icon will be enabled if fixed variable data and Bid Pool Substeps exists for the selected Individual Contract number, and the contract has been awarded to a contractor. Selection of the Print Doc Copy icon will initiate display of the Print Doc Copy window. The window header will indicate the contract number and the window will contain three tabs: 1) Components; 2) Edit; and 3) Reprint. The Components tab will be the default tab.

4.2.3.10.1 Components Tab

The Components tab screen will facilitate the selection of specific bid documents to print. When the tab is opened, the Available Document Types for the Individual Contract's contract type and state code, will be displayed in the Available Components grid. The Selected Components grid will be populated with the document types saved on the Bid Package form. If additional document types have been selected and saved (on this form) in a previous session, the additional documents will also be displayed in the Selected Components grid. Populate the Original Bid Package indicator in the grid. (Selected Documents from the Bid Package form cannot be de-selected on the Print Doc Copy form.) The indicator should default to "No" for document types which have been selected on the Print Doc Copy form. The indicator is not editable. When the selected document type is saved, it's selected document template will be saved as the specific template for the Individual Contract.

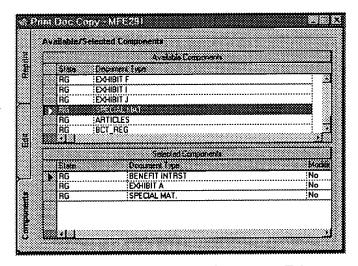


Figure 37 Print Doc Copy - Components Tab

The Available Components grid will display the current regional and state document types that are available for the contract type. If a regional and a state document has the same document type, one of the documents may be added to the Selected Documents grid, but not both.

4.2.3.10.2 Edit Tab

The Edit tab screen will be activated by selection of the Edit tab on the Print Doc Copy window. The Edit tab

screen will be used to edit the document components for a reprint package. When the Edit tab is opened, display the Selected Document types in the Document to Edit Grid. The Articles document type is not selectable. If a document type is selected, the specific document will be displayed in Word and the template will be modified by the user in the Word function. When the document is saved in Word, it will be saved to a file on the PC.

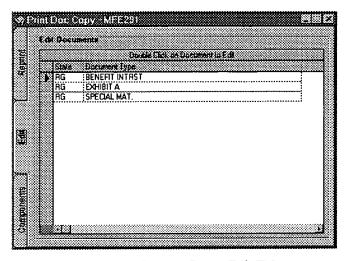


Figure 38 Print Doc Copy - Edit Tab

The Edit Document grid will display a list of the components that were selected and saved on the Components tab. Article documents will not be selectable. Selection of a selectable document from the list will cause Word to open and display the chosen document. The system will assign a filename for the document the first time the document is edited.

Fixed variables will be edited/entered using the following rules:

- Enclose the variable in less than/greater than signs, for example: <Start Date>.
- Enter the variable in uppercase and lowercase letters.
- Use the exact wording from the Fixed Variables window.

Miscellaneous variables will be edited/entered using the following rules:

- Enclose the variable in less than/greater than signs, for example: <VARIABLE>.
- Enter the variable in all uppercase letters.
- Use the exact wording from the Miscellaneous Variables window.

The edited document will be saved with the system assigned filename.

4.2.3.10.3 Reprint Tab

The Reprint tab screen of the Print Doc Copy form will be used to re-print the bid documents after the contract has been awarded to a contractor. The user will be able to print a bid package for the selected Individual Contract which has been awarded, with or without creating a bid package. A recreated bid package will use the same rules as used by Bid Package during the bid package build process. Re-printed documents may be sent to the printer or diskette. When the tab is opened, the awarded contractor and selected document types for the Individual Contract will be displayed in the Bidder and Components grids, respectively. New document types must be saved prior to building the bid package.

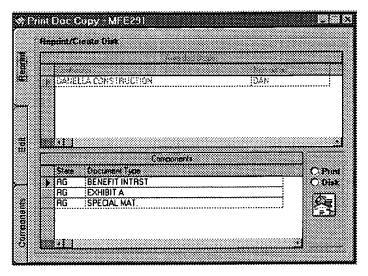


Figure 39 Print Doc Copy - Reprint Tab

The Awarded Bidder grid will display the contractor name for this specific contract. This grid will be read-only. The Components grid will display all components selected from the Components tab screen. To print the documents, the user will select the Print radio button. To save to documents to disk, the user will select the Disk radio button. Disk labels will be printed if the Options => Preferences have been set to print labels and the Disk radio button is selected.

4.3 Maintain Contractor Information

Contractor information will be maintainable from Individual Contract Bid and Award or Master Contract Bid and Award. The process of awarding a contract necessitates the use of contractors. Information about these contractors (potential bidders) need to be retained in the system to properly distribute bid packages and analyze the returned bid packages. The data includes such information as company name, nickname (alias), addresses, type of work, etc.

The forms used for contractor information input and update will be selectable for a new contractor or an existing contractor.

4.3.1 New Contractor

When the New Contractor form is selected, the Individual Contract and Master Contract types will be displayed in the Contract Type grid. The user will be able to associate the new contractor with Master and Individual contract types by state. The contract type and state association will be updated in the system. The contractor Name and Nickname fields will be entered before the form will be accepted. The contractor nickname will not be changed after the contractor record has been accepted.

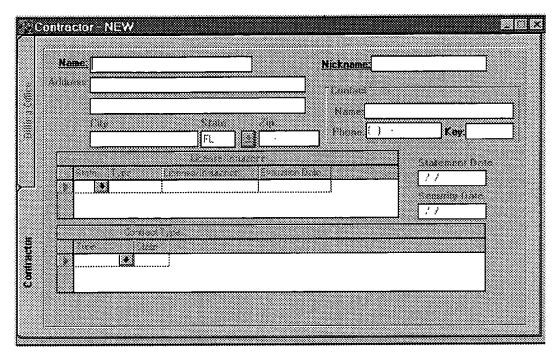


Figure 40 New Contractor Form

Selection of the contract type and state code will be made using drop-down boxes. The contract types will be selectable for each state in the grid. The system will be able to associate the new contractor with any Master and Individual contract types by state.

4.3.2 Maintain Contractor

After a contractor exists within the system, user access to the contractor information will be made via the Open Contractor form. After a new contractor has been entered via the New Contractor form or an existing contractor has selected via the Open Contractor form, the Contractor window is used to add and change modify contractor information and associated billing office information. The Contractor window will contain two tabs, Contractor and Billing Office. The selected contractor nickname will be shown as part of the title of the form.

4.3.2.1 Contractor Tab

The Contractor tab will be used to enter specific <u>information</u> including contractor name, nickname, contact person, address, licenses and insurance types, and contract types for specific states. Contract coordinators can also enter key codes for contractors.

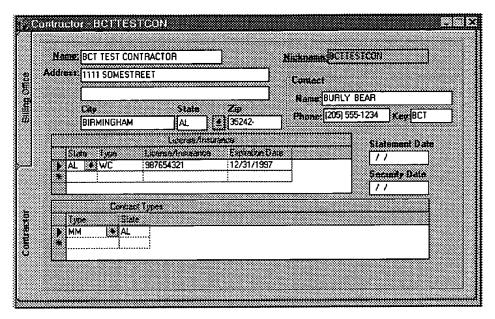


Figure 41 Contractor Form - Contractor

The following contractor information items will be available for input/modification.

- Contractor address information
- Contact name and phone number
- Key code (required for the bid process; only Contract Coordinators can enter key codes)
- Statement date
- Security date

The License/Insurance grid will contain the following fields.

- State State from a drop-down menu.
- Type insurance type from the drop-down menu.
- License/Insurance license or insurance identification number.
- Expiration Date expiration date for the license or insurance.

The Contract Type list box will allow the user to select, via drop-down lists, any available contract type and associate the type with any available state.

4.3.2.2 Billing Office Tab

The Billing Office tab will be used to define a contractor's billing offices and unique payee number to use for billing completed work. The billing office address and Payee # fields will be entered. The Payee # field will be unique for each billing office. The user will be able to enter multiple billing offices for a contractor.

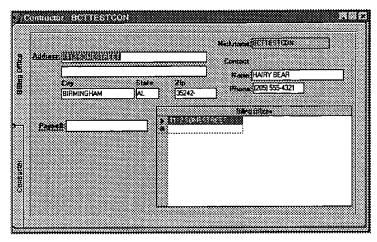


Figure 42 Contractor Form - Billing Office

4.4 Inspection Pool Maintenance

Inspection Pool maintenance will be performed to provide a statistical sample of company inspected work which was performed by contractors. Inspection pools will be established and maintained through use of the New Inspection Pool and the Open Existing Inspection Pool forms.

4.4.1 New Inspection Pool

The New Inspection Pool form will be used to add a new inspection pool of an explicit type into the system and to associate the pool with a state for a specified period of time.

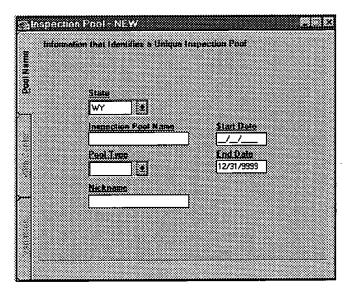


Figure 43 New Inspection Pool Form

The New Inspection Pool form will use the Pool Name tab of the Inspection Pool window. The user will enter a value into each field. The fields include:

- Inspection Pool Name The name given to the new inspection pool.
- State Selection of an entry from the drop-down box.
- Pool Type The type of inspection pool. One of the factors used in determining the sampling algorithm used is the pool type.
- Nickname The alias used for the contractor assigned for the pool.
- Start Date The date of activation of the pool.

• End Date - The date determined to be the end of the pool. The end date will not be before the end date for any associated individual contract.

4.4.2 Open Existing Inspection Pool

The Open Existing Inspection Pool form will be used to modify information about an existing inspection pool. The minimum search criteria will be the State entry and pool types for individual contracts. Other fields will be optional. The optional fields include:

- Inspection Pool Name
- Pool Type
- Nickname

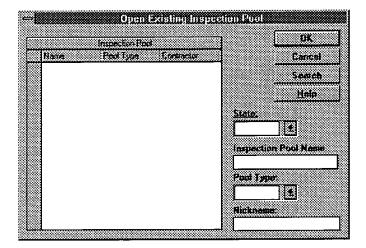


Figure 44 Open Existing Inspection Pool

Selection of the Search button will cause the Inspection Pool list box to be populated with the list of individual contract inspection pools which meet the search criteria. After selection of an existing inspection pool from the Inspection Pool list box on the Open Existing Inspection Pool form and selection of the OK button, the Inspection Pool form will be displayed. The Inspection Pool form will contain three tabs: 1) Pool Name; 2) Wire Center; and 3) Variables. The Inspection Pool form title will indicate the inspection pool, pool type, and alias for the selected inspection pool.

4.4.2.1 Pool Name Tab

The Pool Name tab screen will be displayed in the read-only mode with the widgets populated. The Pool Name tab will be the default screen when the Inspection Pool is displayed.

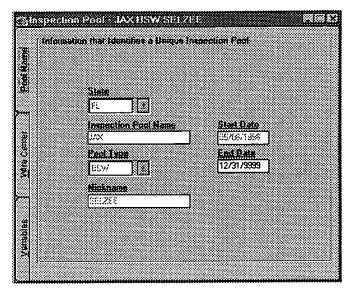


Figure 45 Inspection Pool - Pool Name Tab (Read Only)

4.4.2.2 Wire Center Tab

The Wire Center tab will be disabled for Individual Contract with full inspections sampling. The tab will be enabled for Individual Contract with random inspections sampling, but the Pool Area Wire Center grid will not be editable. The grid will populated with the Pool Area Wire Centers which have been set up for the Master Contract. (Note, the random inspections sample contract is a subset of the Master Contract's pool.)

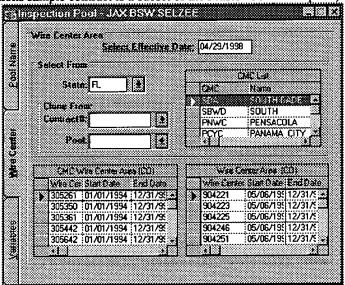


Figure 46 Inspection Pool - Wire Center Tab

4.4.2.3 Variables Tab

The Variables tab screen will be used to show the variables used for the inspection algorithm. The widgets on this form will be read-only. The sample selection fields (maximum, minimum, sample percentage, high stratum percentage, wait days, start date), and last run start and end dates will be displayed on the form. Also, an Individual Contract grid will be displayed which shows the Individual Contract numbers associated with the pool definition. The grid will have four columns: 1) IC Contract Number; 2) IC Sample Ind; 3)Start Date; and 4) End Date. The columns will be populated with data for the selected inspection pool.

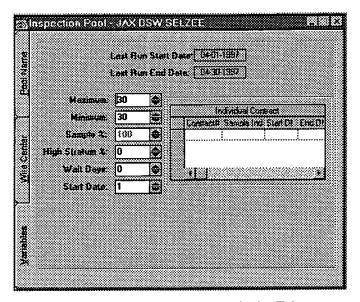


Figure 47 Inspection Pool - Variables Tab



BEAR CREEK TECHNOLOGIES

1500 Urban Center Drive, Suite 500 Birmingham, Alabama 35242 205 / 970-4300 - Fax: 205 / 970-4303 http://www.bearcreek.com



Introduction

The Bid & Award Business Solution is being revised to add the bid functionality for master contracts for the OSPCM Phase 1.7 release. The bid functionality for Individual Contracts are included in this document. but will not be implemented until the OSPCM Phase 2.1 release. The Individual Contract functionality includes the New Individual Contract and CWI Substep and Exhibit "B" presentations.

The Phase I document is being modified, however, the revisions will support the Phase 2.0 process as well.

General

The BID/AWARD Business Solution Area involves three main aspects of Outside Plant (OSP) Contracts and how they are initially setup and defined in the Outside Plant Construction Management System (OSPCM). These aspects are the contract itself, potential contractors with associated information and some BellSouth parameter maintenance to administer the BID/AWARD area. These three main areas overlap but will be detailed in the document that follows. Each area will be briefly described and then broken down into the actual navigational flow through the presentation and/or process. This document works in conjunction with the presentation forms and documented VB Technical Notes.

The first main area is the contract itself. This involves the definition of the contract and specific attributes (referred to as fixed variables) about it. Part of this definition will involve the identification of the geographical area that the contract covers (referred to as Exhibit "C"). It also covers the specific Contract Work Item (CWI) codes associated with this contract. The fixed variables are information about the contract that will be used elsewhere in OSPCM to drive mechanical processes or assist in selections.

After the contract is defined and exists in OSPCM, a life cycle begins which can include termination, anniversaries, adjustment periods, extensions and expiration. Changes can be made to the contract throughout its life cycle. An existing contract will have a contractor associated with it. Prices for each CWI are agreed to between BellSouth and the contractor along with

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periodic adjustments. These adjustments can be manually and/or mechanically made.

The second main area involves the potential contractors with associated information. Each contractor that BellSouth may consider and/or contract with, will be defined in the system. This definition will include types of contracts this contractor can work on and where, as well as license, insurance, financial and security information. As contractors are given contracts, billing offices are established for handling day to day invoicing and payment activity. Each billing office must be defined in the system.

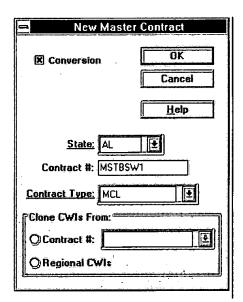
The third area touches the other two. It involves maintaining government Price Increase Construction (PIC) figures, BellSouth PIC figures and inspection pools. The PIC figures are used with the automatic price adjustment processes. The inspection pools are used to define a geographic area in which to monitor the performance of a contractor and establish some of the parameters that batch processes will use for sampling a contractor's completed work. The inspection pool and parameters must be defined in the system.

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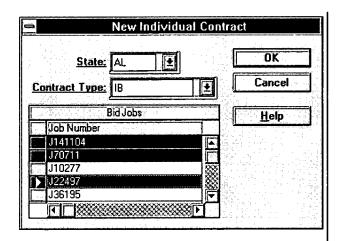
Creating a New Contract

One of the first changed areas of phase 2 Bid and Award that the State Contract Coordinator will encounter is creating new contracts. In addition to Master Contracts, Individual Contracts can now be created. The user can get to these dialogs from either the New toolbar button on the desktop or the new submenu item under the File menu.



- The intention group box is replaced by a single check box, labeled Conversion.
- If the user clicks Conversion, then Items, Usage, Bid Package, Bid Input from disk, and Bid Comparison) are disabled.
- If the user unclicks Conversion, then the contract # is generated by the system. Otherwise, the user must specify a contract number.
- In clone Regional CWIs, copy only those CWIs in effect today whose section

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- The Intention group box is removed.
- Contract # will always be system generated.
- Contract type lists the Individual Contract types.
- When the user selects the State, the Bid Jobs grid populates with all "bid at large" jobs
- The user must select at least one and can select more than one job to be associated with this Contract.

| Functions Enabled | Functions Disabled |
|---|---------------------------------|
| Variables, Contractor Work Items, Price | Exhibit C, Usage Setup, B-Crew, |
| Worksheet, Bid Package, Disk Input, | Joint Trench, and Extend |
| Terminate, and Status. | |

Contract Maintenance

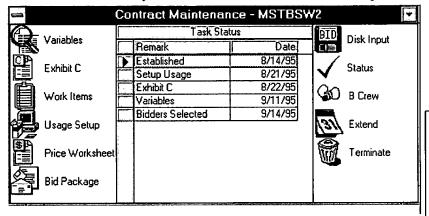
After opening or creating a Contract, The State Contract Coordinator will see this Program Group and Task Status grid. By double-clicking on the various icons in the program group, the user can reach the corresponding screens of Bid and Award Contracts.

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B IISouth

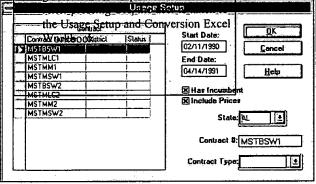


A Preliminary Business Solution Document Detailing What's New for Phase 2



- This task status grid is maintained by the system.
- The date is updated with today's date every time the user saves work in Bid and

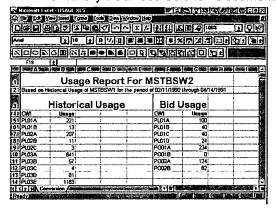
- Double-clicking on Usage Setup causes this dialog to appear.
- This dialog works very similar to the Open Contracts dialog.
- Clicking the "Has Incumbent" check box makes the date range and contract number mandatory.
- Clicking the "Include Prices" check box causes a price column to be generated on the spreadsheet.



- If this contract has an incumbent contract, then Historical Usage will be populated with the CWIs and usage figures from that contract. Otherwise, those columns will be blank.
- The Bid CWIs come from this contract.
- If Bid CWI = Historical CWI then set Bid Usage to Historical Usage.
- The user gets some extra columns in the Historical Usage Pane for his own figuring.
- The Bid Usage information is used to populate the input price worksheet when the user returns to Bid and Award.

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Page 6 Printed: 9/10/98 at 9:38 AM



Variables

Page 7 Printed: 9/10/98 at 9:38 AM

Functional Spec. #

6424

 BAE Start Date:
 05-20-1997
 BAE Name:
 Gail Deaton Ron Cochran

 BAE Comp. Date:
 05-22-1997 07-16-1997 revision1
 BAE Tele. No.:
 977-3615 977-7444

 BAE Hours:
 42
 LA Assigned:

CMVC Component Name: Job Entry - EWO

Associated Defect/Feature No.: 6424

Target Release:

(give target release this needs to be in)

Target Release Date:

(give target release date for this enhancement)

ASAP

Priority:

(provide priority from 'feature production_hi priority' list - production_hi through deferred_low

Revision No.:

Reason for Revision:

reformat the functional requirements to enumerated sections

Subject:

| 1. Job Entry-EWO: Provide the functionality to move work from a |
|--|
| contract(s) to another contract(s) as master contracts expire. |
| 2. Job Entry-EWO: Add batch process to accommodate item 1. |
| 3. Job Entry-EWO: Provide the functionality to configure and |
| assign a job to a new master contract not yet in effect. |
| 4. Job Entry-EWO: Revise the Contract Bid form to facilitate the |
| moving of individual substeps. |
| 5. Job Entry-EWO: Change the configuration process so it |
| knows when to include open and closed substeps in |
| configuration. |
| 6. Job Entry-EWO: Remove the functionality in configuration that |
| uses the contract "type" logic. |
| 7. Configuration Editor: Remove the Contract Type field on the |
| Resource Group / Work Type form. |
| 8. Management Reports: Remove Contract Type column from the |
| Resource Configuration Report. |
| · · |
| |

Introduction:

(description of what system currently does, what needs to be changed, and why)

Currently, the system has no method of transferring work authorizations from the old contract to the new when a master contract is expiring. These changes will allow the field users to move work from one contract to another. It will also allow work, which is being encoded, to be configured and assigned to a new master contract not yet in effect.

Solution:

(describe what the system will or should do and any general constraints or conditions that limit the solution)

- Job Entry-EWO: Create a new form to identify entire jobs to be moved from the old contract number(s) to the new contract(s).
- Job Entry -EWO: Create a new process to facilitate the moving of entire jobs from the old contract(s) to the new contract(s).
- 3. Job Entry EWO: Provide a new field on the Encode a New Job form and the Job form to designate a Contract Date which will be used to determine what contract is in effect at a particular date in time. This will provide the user the ability to encode work to a contract which is not yet in effect. Change the configuration processes to use contract(s) which are in effect for that wire center on a specified Contract Date rather than the current date.
- 4. Job Entry EWO: Revise the Contract Bid form to facilitate the moving of individual substeps between contracts.
- 5. Job Entry EWO: Change the configuration process so that it knows when to include both open and closed steps when calculating CWIs.
- 6. Job Entry EWO: Remove the functionality in configuration that uses the contract "type" logic.
- 7. Configuration Editor: Remove the Contract Type field in configuration editor on the Resource Group / Work Type form.
- 8. Management Reports: Remove Contract Type column from the Resource Configuration Report.

Change(s):

| 1 (detailed description of | 1 | Job Entry - EWO: Develop Move Jobs - Contract |
|----------------------------|---|--|
| change) - [add additional | | functionality. |
| rows if multiple changes] | 1 | 1.1 User needs to be able to designate the state, CMC |
| | | |
| | | and wire center in which jobs should be moved. |
| | | 1.2 Once the wire center is chosen, all job numbers |
| | | which have open contract substeps belonging to that |
| | | wire center should be displayed. |
| | | 1.3 User needs to be able to identify the contract to |
| | | which the job should be moved by providing the |
| | | contract's effective date. This date must be a future |
| | | |
| | | date. |
| | | 1.4 User needs to be able to select and deselect the jobs |
| | | to be moved. |
| | | 1.5 Only jobs from one wire center may be moved at a |
| | | time. If jobs from more than one wire center should |
| | | |
| | | be moved, the user must Save before selecting a |
| | | new wire center. |
| | | 1.6 Upon saving, the system should check to see if a |
| | | valid master contract(s) for that wire center is |
| | | effective for the date specified by the user. If not, |
| | | error. |
| | | 1.7 Information from this screen should be held in a table |
| | | |
| | | until which time a batch process runs to re-configure |
| | | the jobs identified to be moved. |
| | 2 | Job Entry - EWO: Batch Run |
| | | 2.1 The batch process file should include the following |
| | | information: the CMC, Effective Date, Job Number, |
| | | Job Wire Center, Contract Number(s) and |
| | | ContractorID necessary for the batch program. It |
| | | |
| | | should also carry the associated CUID(s) of the |
| | | persons requesting the Move feature. |
| | | 2.2 This batch program should run a modified |
| | | configuration program. The purpose of this program |
| | | is to replace the existing contract number, Cl's, |
| | | CWI's on the substep level with the new contract(s). |
| | | 2.3 The program should check each "job wire center" to |
| | | the Exhibit "C" wire center on any master contract(s) |
| | | |
| | | which are effective on the date supplied by the user. |
| | | Once the contract(s) is found, the jobs should be |
| | | reconfigured with the following stipulations. |
| | | 2.3.1 If the new contract number has the same |
| | | contractor nickname as the old contract |
| | | number, configuration should include both |
| | | open and completed substeps on the job using |
| | | · |
| | | the new contract number format. (This does |
| | | not mean that CWI Codes are changed for |
| | | completed substeps. It just means that they |
| | | |

are considered when calculating the CWI's <groupings> for open substeps using the new contract. The completed substeps should remain in the data base with the old contract number and CWI's. (Any future added/deleted/changed substeps with subsequent configuration in Job Entry will have to include this factor. (A configuration override indicator on these substeps might be considered.)

- 2.3.2 If the new contract number has a different contractor nickname, only open substeps are reconfigured. CWI groupings only apply to the open substeps on the job authorization.

 Again, completed substeps remain with the old contract number and remain in the data base as they are presently populated.
- 2.4 Any substeps which fail configuration should not be moved, but will remain in the data base under the old contract number. A report of the reasons for each failure should be open mailed to the CUID of the person who requested the Move in the Job Entry EWO.
- 3 Job Entry EWO: Contract Date field
 - 3.1 Provide a new field on the Encode a New Job form and the Job form to designate a Contract Date. This field is a date field (mm/dd/yyyy). Default to the current date. The user may overtype with a future date only.
 - 3.2 Presently, the configuration process uses the contract(s) which are in effect for the current date. If this field is populated with a future date, the process should look for the contract(s) which are in effect for that wire center on the date entered by the user.

 Whatever contract is in effect for that wire center on the Contract Date entered should be used.
- 4 Job Entry EWO: Contract Detail form
 - 4.1 Re-label form from Contract Bid to Contract Detail.
 - 4.2 This form should be redesigned similar to the example in the attachment which is a prototype from the Bid and Award module.
 - 4.3 The job contents area on both the top and bottom should be identical when the form is originally displayed. However, after that time, there is separate functionality. Either job contents area should be able to be expanded according to the business rules currently in place. Specifically, the job should be displayed with ach contract number associated with that job in the tree. As folders are opened the prints and steps are displayed with the substeps finally

- being populated in the appropriate grid associated with that particular job content tree. The grid heading should indicate which contract number is being displayed for the associated substeps. 4.4 No grid should be populated specifically for the Bid Pool. Rather the bid pool should be displayed as another "contract number" in the contents form. Only when the bid pool folder is opened in the contents should the grid become active with the "Bid Pool" as its title. 4.5 Substeps which are to be moved from the old contract number to the new contract number will be moved by using the "associate" icon. If the associate function is used, one of the grids must be blank with no focus in the contents form. The following is the users perspective of how the 4.6
 - screen should operate when jobs are to be moved.
 - 4.6.1 The user will open a folder in one of the contents form.
 - 4.6.2 The open substeps for that contract are displayed in the appropriate grid.
 - 4.6.3 The user will select the substeps in the grid by highlighting individual or a select all function.
 - 4.6.4 The associate icon will be clicked.
 - 4.6.5 The text box will be displayed and the user will enter the new contract number.
 - 4.6.6 Once the OK is selected, the "other contents form will be refreshed with the new contract number and the appropriate substeps which were chosen will be displayed.
 - 4.6.7 The user may select other substeps by "dragging" them to the new contract grid. This is a retention of the current method of moving substeps between contracts and bid pools.
 - 4.6.8 If the user tries to open the same contract in both grids. Issue EMU: Contract XXXXX is currently open in one Move Grid. Cannot open in 2nd grid.
 - 4.7 The user should only be allowed to move work between one contract to another without saving the work. Upon SAVE, the system should reconfigure the job using the same basic rules as the batch configuration process.
 - 4.7.1 If the new contract number has the same contractor nickname as the old contract number, configuration should include both open and closed steps on the job using the new contract number format.
 - 4.7.2 If the new contract number has a different contractor nickname, only open substeps are

considered in configuration. Once configuration is successful, the job contents 4.8 area should return to its original condition. Using the above procedures, the user can move work 4.9 from multiple contracts to single contracts or the reverse, by performing the function based on substeps. The above procedures will also allow the user to move jobs back to the old contract if it is decided that this is necessary. 5 Job Entry - EWO: Change the configuration process Configuration should check each "job wire center" to the Exhibit "C" wire center on any master contract(s) which are effective on the date supplied by the user. Once the contract(s) is found, the jobs should be reconfigured with the following stipulations. 5.1.1 If the new contract number has the same contractor nickname as the old contract number, configuration should include both open and completed substeps on the job using the new contract number format. (This does not mean that CWI Codes are changed for completed substeps. It just means that they are considered when calculating the CWI's <groupings> for open steps using the new contract. The completed substeps should remain in the data base with the old contract number and CWI's. (Any future added/deleted/changed substeps with subsequent configuration in Job Entry will have to include this factor. (A configuration override indicator on these substeps might be considered.) 5.1.2 If the new contract number has a different contractor nickname, only open substeps are reconfigured. CWI groupings only apply to the open substeps on the job authorization. Again, completed substeps remain with the old contract number and remain in the data base as they are presently populated. Job Entry - EWO: Remove the functionality in configuration 6 that uses the contract "type" logic. Since contract types may be different in a future 6.1 environment than the current environment, the configuration processes should be modified to not use the contract "type" logic that is presently used. Rather the CI and CWI codes should determine the appropriate contract. Current logic = work type --> rg wca --> 6.2 contract type -->ospmcd (OSP contract) 6.3 Proposed logic = work type --> rg_wca --> ospmcd

| | (OSP contract)> contract_type 7 Configuration Editor: Remove the Contract Type field in configuration editor on the Resource Group / Work Type |
|--|---|
| | form. |
| | 7.1 As a result of item 6, this field should be removed. 8 Management Reports: Remove the Contract Type column |
| | from the Resource Configuration Report. |
| | 1. |
| Performance Requiremen | ts: |
| (list any performance requirements associated with this change) | Performance should not be affected. |
| Dependencies: | |
| (list any defects or features that this enhancement is dependent on) | |
| | |
| Benefits: | |
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) | Allows for the conversion to new master contracts. |
| Affected Components: | (check) (check) |
| | Yes No |
| RTOC Instructions HELP | |
| User Guides | |
| Testing | |
| Infra-structure | |
| Management Reports | |
| Database | |
| Interfaces | |
| (list any legacy or new | None |
| interface systems impacted by this change) | |
| | |
| Work-around: | (check) (check) |
| (is there a temporary work | Yes No □ X |
| around??) (describe work around in | |
| detail) | |
| Risks: | |
| (list factors that impact, positive/negative, not doing | This is a show stopper. When a CMC renews a master contract, we presently do not have a method in OSPCM to convert to the |
| | |

| this change | new contract(s). | |
|-------------------------------|------------------|------|
| Business | · | |
| Rules: | | |
| (list any business rules or | | |
| constraints that should apply | | |
| Documentation Chang | | |
| | es. | |
| (list affected documents | | |
| requiring change) | | |

Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance) REQUIRED

Attachments:

(copies of screens, reports, etc. before and after proposed change)

Form prototypes for Encode a New Job and Contractor Work Items.

Test scripts.

Signatures of Agreement: (add additional rows if

necessary)

| novasany, | |
|---------------|---------------|
| BAE: | Gail Deaton |
| BAE: | Ron Cochran |
| Team Manager: | Marty Smith |
| Team Lead: | Karin Olinger |
| Analyst: | Mark Shockey |
| Analyst: | Mitra Partian |
| Analyst: | Byron Thomas |
| Test Manager: | Kathy Klammer |



Functional Spec. # 3640

BAE Start Date: BAE Comp. Date: BAE Hours: December 4, 1996

December 12, 1996

BAE Name: BAE Tele, No.: LA Assigned: Carol A. Brechtel 205-977-3611 Karin Oinger

CMVC Component Name:

Reorg

2.0x

Associated Defect/Feature No.:

3640

Target Release:

Target Release Date:

(give target release this needs to be in)

(give target release date for this enhancement)

September, 1997

Priority:

(provide priority from 'feature priority' list - production_hi through deferred low

production_hi

Revision No.:

Reason for Revision:

Update spec with information from BAE/SME & Reorg Meetings (Revision Date: January 25,1997, additional BAE hours 20)
Update spec with information from functional walkthrough (Revison Date: June 17, 1997, additional BAE hours 3)

Subject:

| (brief description of change) | Functionality to 1) rename a wire center 2) move wire |
|-------------------------------|--|
| | centers/inventory sites between CMCs (Construction Management |
| | Center) 3) change resource id's assigned to the jobs that are |
| | involved in the reorg. |
| *** | Give the user the capability to create, update, delete, approve, |
| | unapprove, and search for reorg data. |
| | Due to the time frame allowed for development, reorgs across |

states have been deferred to a later release.

Introduction:

(description of what system currently does, what needs to be changed, and why) The system does not handle the moving or renaming of wire centers and/or inventory sites. Also can not mass update the resource id assigned to a job (a resource id assigned to a job can be changed in pre-survey).

Enhance the system to handle wire center name changes, movement of wire centers/inventory sites between CMCs, and to handle changing resource id's assigned to work the jobs.

At this time, the Reorg process will not provid for moving

inventory to a new inventory site (inventory sit rename). Thentir inventory site can be moved to a new CMC, but its name must remain the same.

Solution:

(describe what the system will or should do and any general constraints or conditions that limit the solution)

- New user screens to handle the renaming of wire centers, the
 movement of inventory sites and wire centers between CMCs,
 and the changing of resource ids. Capability of new screens,
 create a new reorg, update or delete an existing reorg, approve
 a reorg, unapprove a reorg, and the ability to search for an
 existing reorg.
- 2. Crystal Report to printout the requested reorg information (possibility exist of handling more than one reorg request at a time).
- 3. Reports to list all jobs involved in the reorg. These reports could be run before the reorg and again after the reorg to ensure that all data was moved properly.
- 4. Batch runs that will move/update the data in the data bases.

Change(s):

(detailed description of change) - [add additional rows if multiple changes]

Types of reorgs/changes:

- 1. CMC consolidation
- 2. Wire Centers and inventory sites split between two or more CMCs (CMC split)
- 3. Resource ID changed in associated with wire center move
- 4. Wire Center Name Change

If the reorg involves adding a new CMC or deleting an existing CMC, the following must be done prior to running the reorg:

- 1. update the routing rules in the navigator cat tables
- 2. add the new CMC to the location tables, if applicable (this must be done prior to requesting the reorg)

The following OSPCM executables will probably be affected by the reorg:

Billing & Reporting, Complaints, Employee Editor, Inspections, Job Entry EWO, Job Entry Other, Location Editor, OPF Editor, Pricing, Scheduling, Bid & Award, Work Station, and Materials Management.

Wire C nter Name Change (Reorg Typ #4):

Wire Center name changes are performed when the state has a NPA split.

The process should do the following:

- 1. End date the old wire center.
- 2. Create a new wire center based on the associated data from the old wire center (the new wire center name is equal to the new NPA + last three characters of the old wire center name)
- 3. Update all occurences of the old wire center name in various OSPCM tables with the new wire center name by replacing the first three characters of the old wire center name with the new NPA.
 - Types of tables affected (These are "groups" of tables not the names of the tables. This may not be an inclusive list any table containing a wire center name may need to be reorged. The actual tables to be reorged will be determined during detail design.):
 - location tables (including the LMOS wire centers associated to the wire centers being renamed)
 - contract tables (including Exhibit C section of any contracts and the inspection pool associated to the wire centers being renamed)
 - job tables (update all jobs, regardless of status)
 - configuration tables

Example of a wire center name change: all wire centers in KNVL Tennessee currently have a NPA of 615XXX, after the NPA split, all wire centers in KNVL, Tennessee have a NPA of 423XXX. The process would need to end date the old 615XXX wire centers and build new wire centers with the 423XXX NPA. The batch process would need to update all occurrences of the old wire center name with the new wire center name.

CMC Consolidation, Wire Centers/Inventory Site Splits and Resource ID changes (Reorg Types #1, #2 & #3):

The process should do the following when inventory sites and/or wire centers are moved:

- 1. Update all occurrences of the old CMC with the new CMC in various OSPCM tables
 - Types of tables affected (These are "groups" of tables not the names of the tables. This may not be an inclusive list any table containing a CMC may need to be reorged The actual tables to be reorged will be determined during detail design.):
 - location tables
 - job tables (update all jobs, regardless of status)
 - configuration tables

- pricing tables
- contract tables (including inspection tables and complaints)
- scheduling tables
- 2. Update resource id's assigned to open substeps involved in the reorg. The user would provide the information for these changes by populating the Resource Id window.

Job Entry - if all wire centers on a job are being moved to the same CMC the process should change the primary CMC to the new CMC, at the job header level. If the wire centers on a job are being split between two or more CMCs - the primary CMC should be changed to the CMC of the primary wire center shown on the job header.

<u>Pricing</u> - The CMC is used when printing reports. The CMC should be updated in pricing identical to the change made in job entry.

<u>Configuration Table</u> -Three configuration tables need to be updated when the reorg is done, the tables are:

- RG_WCA change only the resource id assigned to the wire center area
- RG_WORK_TYPE copy all wire centers over and fill in any not yet existing.
- RG_WORK_TYPE_WCA change on the resource id assigned to the wire center area.

Employee Table - the field user will need to build all new employee data before the resource id screen can be populated. When updating employee data with the new CMC and/or resource id the user must use the same effective date as the reorg. The changes made in the employee editor will build future employee records. After all new resource id are built the reorg resource id screen may be populated by the user.

It is important to note that the resource id's will only be updated on open substeps. Closed, completed substeps will not be updated with the new resource id.

<u>Workstation</u> - all jobs should be moved to the new CMC, using the same procedures as indicated for job entry.

<u>Inspections</u> - CMC information is stored on the inspection tables, when the reorg process is run it will be necessary to update the table with the new CMC. If wire centers are being split between multiple CMC, the process will need to read the wire center to

determine which CMC to use. It may be necessary for the contract co-ordinator to re-build inspection pools after the reorg is executed.

<u>Location Editor</u> - Move inventory site and wire centers to the new CMC, and end date the old CMC if all associated wire centers and inventory sites are moved. If all inventory sites and wire centers are not being moved, the CMC should stay active.

<u>Billing & Reporting</u> - All jobs (open, closed, completed, etc.) should be moved. This included all job types: BSW, EWO and RW.

<u>Job Entry Other</u> - All jobs (open, closed, completed, etc.) should be moved. This included all job types: BSW, EWO and RW.

Scheduling - Scheduling reads the job entry tables, so when they are updated by the reorg process and when the schedule is run it should pick up the correct data.

The following processes should be run after the reorg is complete:

- If the user adds a new scheduling area (manual effort), a process named CrStndCTypes should be executed. This process updates the CMC drop-down list in the Jobentry Committment grid on the substep screen.
- 2. The schedule should be run for all CMC's involved in the reorg.

<u>Materials Management</u> - If a inventory site is being moved to a new or existing CMC, the inventory site name is not being changed, the process needs to change the CMC name associated with the inventory site. The inventory(serialized and non-serialized), orders, transfer requests, shipments, and material inventory transactions would stay with the inventory site.

If the user wants to move inventory at one site to another inventory site or multiple inventory sites the user will need to manually move the inventory (serialized and non-serialized) using the transfer process and end-date the old inventory site, if applicable.

The main thing to remember in this executable is to change the association of the inventory site to the new CMC, if the inventory site is being moved in the reorg. All inventory (serialized and non-serialized) will stay with the inventory site but the inventory site will be associated with the new CMC.

The possibility exists for the reorg to only move wire centers, if no inventory sites are being moved the reorg will not effect this executable.

Example: Inventory Site IV1 is being moved from CMC1 to CMC2, the process would need to change the association of INV1 from CMC1 to CMC2.

The following functionality is needed in the presentation:

- Allow the user to search for reorg requests by State and (Reorg Number, CMC and/or Effective Date)
- 2. Allow the user to provide the new NPA, if applicable
- 3. Allow the user to select/deselect a wire center to rename/move, if applicable
- 4. Allow the user to select/deselect an inventory site to move, if applicable
- 5. Allow the user to provide the CMC to which the wire center/inventory site should be moved, if applicable
- 6. Allow the user to provide the new resource ids that should be assigned to the jobs in the wire center being moved, if applicable
- 7. Allow the user to provide an effective date for the Reorg
 - The effective date is defined as the date the Reorg batch process should run

Security -

- Only user types of 247, 231, or 232 can create, update, or delete a reorg request prior to approval
 - A 247 user can only update or delete those reorg requests that he/she originated
 - A 231 or 232 user can update or delete any reorg request
- 2. Only user types of 231 or 232 can approve or unapprove a reorg request
 - A 231 or 232 user can approve or unapprove any reorg request
- 3. Any user that has access to the Reorg Application can view reorg requests
- 4. If user has security for all states, the state drop down lists all nine states; otherwise, just the states for which he/she has security should be listed. Therefore, if a user only has security for FL, he can only request reorgs or view reorg requests for FL.

Edits -

- 1. When the reorg is approved, it is locked, the system will allow a user to view the data associated with the reorg, but no changes can be made.
- Updates/Cancellations cannot be made to the request once it has been approved. A Core Staff user or the OSPCM Table Administrator must first unapprove the reorg. After the reorg is unapproved the updates/cancellation may be made by the user.
- The reorg will not run unless it has been approved.

- 4. Resource Ids and CMCs must exist, have a start date equal to the effective date of the reorg, and must not be end-dated. The effective date of the reorg is the date the reorg will process.
 - 5. Effective Date must be a future date and must be a Saturday (future employee records need to be created for a Saturday so that they may continue to work in the old CMC on Friday)
 - 6. Verify that there is not already an overlapping reorg request in existence.
 - Perform verification at the time reorg details are saved.
 - Verification should be done at a wire center or inventory site level.
 - Verification should be done on only the requests that have not been processed (doesn't matter if it has been approved or not)
 - Overlapping Reorg requests are determined as follows:
 - If there is more than one request to rename the same wire center (e.g., request to rename wc1 to wc2 and another request to rename wc1 to wc3)
 - If there is more than one request to move the same wire center (e.g., request to move wc1 to CMC1 and another request to move wc1 to CMC2)
 - If there is more than one request to move the same inventory site (e.g., request to move is1 to CMC1 and another request to move is1 to CMC2)
 - Display an error message if there is an overlapping reorg request.

Performance Requirements:

(list any performance requirements associated with this change)

All updates must be made over the week-end. Reorg could begin on Saturday morning completing on Sunday so the users could verify that all data was updated correctly. System must be available on Monday morning, normal working hours.

Dependencies:

| (list any defec | |
|---------------------------------|--|
| that this enha- dependent on | |

None

Benefits:

(provide benefits in dollars, reduced headcount, time savings, etc. for doing this work)

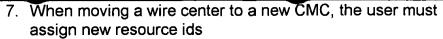
Keep wire center names current and accurate. Keep the system in line with realignment of districts, managers etc.

Affected Components: (check) (check)
Yes No

| RTOC Instructions | x □ |
|---|---|
| HELP | x 🗆 |
| User Guides | x 🗆 |
| Testing | x 🗆 |
| Infra-structure | x 🗆 |
| Management Reports | x |
| Database | 」 x □ |
| Interfaces | |
| (list any legacy or new | Majority of systems that interface with OSPCM would need to know |
| interface systems | about the changes we were making. In today's environment this is |
| impacted by this change) | done by letters to MTR, STAR, Financial Processing, BCAS, Asset |
| | Management etc. Any change moving or renaming wire centers in OSPCM would need to be coordinated with OPEDS. |
| | |
| | |
| | For a Wire Center name change OSPCM would need to coordinate the change with LMOS. |
| Work-around: (is there a temporary work around??) | For a Wire Center name change OSPCM would need to |
| (is there a temporary work | For a Wire Center name change OSPCM would need to coordinate the change with LMOS. (check) (check) Yes No |
| (is there a temporary work around??) (describe work around in | For a Wire Center name change OSPCM would need to coordinate the change with LMOS. (check) (check) Yes No |
| (is there a temporary work around??) (describe work around in | For a Wire Center name change OSPCM would need to coordinate the change with LMOS. (check) (check) Yes No |
| (is there a temporary work around??) (describe work around in detail) Risks: (list factors that impact; | For a Wire Center name change OSPCM would need to coordinate the change with LMOS. (check) (check) Yes No X Don't rename the wire centers when area code splits are done, |
| (is there a temporary work around??) (describe work around in detail) Risks: (list factors that impact, positive/negative, not doing | For a Wire Center name change OSPCM would need to coordinate the change with LMOS. (check) (check) Yes No Don't rename the wire centers when area code splits are done, don't move wire centers and inventory sites when CMCs are |
| (is there a temporary work around??) (describe work around in detail) Risks: (list factors that impact; | For a Wire Center name change OSPCM would need to coordinate the change with LMOS. (check) (check) Yes No x Don't rename the wire centers when area code splits are done, don't move wire centers and inventory sites when CMCs are combined or split. Management would be difficult since it would be |
| (is there a temporary work around??) (describe work around in detail) Risks: (list factors that impact, positive/negative, not doing | For a Wire Center name change OSPCM would need to coordinate the change with LMOS. (check) (check) Yes No Don't rename the wire centers when area code splits are done, don't move wire centers and inventory sites when CMCs are combined or split. Management would be difficult since it would be almost impossible to pull data on the location you are responsible |
| (is there a temporary work around??) (describe work around in detail) | For a Wire Center name change OSPCM would need to coordinate the change with LMOS. (check) (check) Yes No X |
| (is there a temporary work around??) (describe work around in detail) Risks: (list factors that impact, positive/negative, not doing | For a Wire Center name change OSPCM would need to coordinate the change with LMOS. (check) (check) Yes No X Don't rename the wire centers when area code splits are done, don't move wire centers and inventory sites when CMCs are combined or split. Management would be difficult since it would be |

Rules:

| Nuits. | | |
|--|----|---|
| (list any business rules or constraints that should apply) | 1. | If adding a new CMC, it must be built using the Location Editor prior to the Reorg being requested. |
| | 2 | Resource Ids and future dated employee records must be |
| | | created prior to the Reorg being requested (this includes both |
| | | |
| | | craft and supervisors). |
| | 3. | All jobs (open, closed, cancel, etc.) should be updated with the |
| | | new (TO) CMC if a CMC consolidation or split is executed. |
| | 4 | |
| | 4. | All jobs (open, closed, cancel, etc.) should be updated with the |
| | | new wire center name if a wire center name change is |
| | | executed. |
| | 5 | Resource Ids should be changed on all "open" substeps on all |
| | ٠. | |
| | | "open" jobs if a CMC consolidation or split is executed. Do not |
| | | update resource ids on completed and closed jobs/substeps. |
| | 6 | A Reorg cannot be done below a wire center level. |
| | | |



- 8. A CMC consolidation is defined as combining the wire centers of one or more CMCs into one CMC.
- 9. A CMC consolidation MUST involve a wire center and inventory site move.
- 10. The old CMC must be end-dated in a CMC consolidation; therefore a CMC consolidation involves moving all of the wire centers and all of the inventory sites from the old CMC(s) to the new CMC.
- 11. A CMC split is defined as moving some or all of the wire centers and/or inventory sites of one CMC to one or more different CMCs.
- 12. A CMC split does not require inventory sites to be moved.
- 13. The old CMC may be kept in a CMC split.
- 14. Management Reports will not be involved in the reorg process (reports should be requested through the Reorg Application).
- 15. The reorg should not generate duplicate job numbers.
- 16. System should be backup before the reorg is run.
- 17. Regional Contract, BSW LookUp and the Holiday Editor do not need to updated with the reorg process.

Documentation Changes:

(list affected documents requiring change)

No documentation exist for this process. Would need to develop M&P, test scenarios and functional decomps

Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance)

- 1. Rename several wire centers
- Change resource id assigned to do work on jobs.
- 3. move all of the wire centers and all of the inventory sites from two or more CMCs to a new or existing CMC (delete old CMCs)
- move all of the wire centers and all of the inventory sites from one CMC to a new or existing CMC (delete old CMC)
- move some of the wire centers from one CMC to a new or existing CMC (keep old CMC)
- 6. move some of the wire centers and some of the inventory sites from one CMC to a new or existing CMC (keep old CMC)
- move some of the wire centers from one CMC to 2 or more new or existing CMCs (keep old CMC)
- move some of the wire centers and some of the inventory sites from one CMC to 2 or more new or existing CMCs (keep old

| 9. move all of the wire centers and all of the inventory sites from one CMC to 2 or more |
|--|
| new or existing CMCs (delete old CMC) |
| 10. move some of the inventory sites from one |
| CMC to a new or existing CMC (keep old |
| CMC) |
| 11. move some of the inventory sites from one |
| CMC to 2 or more new or existing CMCs |
| (keep old CMC) |
| DETAILED TEST SCENARIOS WILL BE |
| FURNISHED AT A LATER DATE. |

Attachments:

(copies of screens, reports, etc. before and after proposed change)

- Screen Layouts (wire center name change, wire center and inventory site moves, and resource id changes) Several of the editors required on each screen is also on the screen layouts.
- Manual Reorg Efforts
- Open/Closed Issues

Signatures of Agreement: (add additional rows if

| naucocury; | |
|---------------|---------|
| BAE: | <u></u> |
| Lead Analyst: | |



BAE Functional Requirement Document

Functional Spec. # 6622 FS Terry L. Small 6/24/97 BAE Name: BAE Start Date: 6/24/97 205-977-3613 BAE Tele. No.: BAE Comp. Date: BAE Hours: LA Assigned: CMVC Component Name: interfaces extracts mtr Associated Defect/Feature No.: 6622 Target Release: Target Release Date: (give target release this needs (give target release date for 2.01 **ASAP** to be in) this enhancement) Priority: (provide priority from 'feature production hi priority' list - production hi through deferred low Revision No.: Reason for Revision: Subject: (brief description of change) Reduce MTR error list before processing errors in OSPCM Introduction: (description of what system Currently MTR send all errors in the company to OSPCM. currently does, what needs to When OSPCM processes all of the errors trying to be changed, and why) determine whether the errors belong to OSPCM or not, it causes lock out problems for the users whenever this process is run. Solution: (describe what the system will Add code to perform the edits of whether the MTR error or should do and any general should be displayed in OSPCM prior to actually doing the constraints or conditions that process that is causing our lock outs to the user. This limit the solution) process should also reduce the errors displayed to only include construction time reporting craft and I&M reporting errors that were sent to MTR through OSPCM only. Change(s): (detailed description of Determine if error is a reporting error that belongs to change) - [add additional rows if

multiple changes)

OSPCM and display only the errors that belong to OSPCM.

Make sure processing is done so as not to create locking

| | problem for the users community. It will probably be best to perform these edits by social security number against the 'CRAFT' employee table in OSPCM. It may be a requirement to also check against the daily work report record for the date under report for those that have a labor type of I&M in the craft employee table. |
|---|---|
| | If there is an error from MTR that belongs to an OSPCM craft employee that has a 'labor type' equal to I&M we need to display this error. If the error from MTR is for a labor type I&M and there is no work report for that date under report in OSPCM, do not display the error. |
| | Display all errors for 'labor types' not equal to CLERICAL and I&M except for case identified in 2 above. |
| Performance Requireme | ents: |
| (list any performance requirements associated with this change) | Must eliminate locking problems with this process. This process should take as little time as required so as not to interfere with anything thing else being processed at the same time. It should be done as early as possible, preferably before 7:00 am eastern time. |
| Dependencies: | |
| (list any defects or features that this enhancement is | 1. None |

work) that will apply to OSPCM.

| Affected Components: | (check) Yes | (check) No |
|----------------------|----------------|---------------|
| | res | NO |
| RTOC Instructions | | |
| HELP | | |
| User Guides | | |
| Testing | | |
| Infra-structure | | |
| Management Reports | | |
| Database | | |

| Interfaces | | |
|--|-------------------------------------|--|
| (list any legacy or new interface systems impacted by this change) | MTR interface for error processing. | |

| (is there a temporary work | |
|-----------------------------|--|
| (describe work around in 1. | |
| (detail) | |

Risks:

| (list factors that impact, | | If not implemented, the user will lose access with OSPCM |
|-----------------------------------|----|--|
| positive/negative, not doing this | | during these lock out problems. |
| change | | |
| | 2. | System will not be deployed. |

Business Rules:

| | 1. | OSPCM will not edit that I&M actually reported time for the day. |
|--------------------------------|----|--|
| constraints that should apply) | | It will only process errors for time actually reported through |
| | | OSPCM for I&M employees. |
| | 2. | Construction employees will get errors on reports sent to MTR |
| | | and for not reporting to MTR. |
| | | |

Documentation Changes:

| (list affected documents 1. Workstation requiring change) | on | |
|---|----|--|

Acceptance Criteria / Test Scenario:

| (list test scenarios required to test change prior to user acceptance) REQUIRED | 1 | Enter time reporting for labor type of I&M. |
|---|---|--|
| | | 1.1 Create one report with errors and one report without errors. |
| | | 1.2 Process through MTR |
| | | 1.3 Should get error for only one that was reported with errors. |
| | | 1.4 Also verify that employees with labor type of I&M that do not report time for the day through MTR do not get errors back into OSPCM. |
| | 2 | Enter time reporting for regular time reporting construction craft person. |
| | | 2.1 Create one report with errors, one report without errors and a craft person with no report. |
| | | 2.2 Process through MTR |
| | | 2.3 Should get error on report with errors, error on person that did |
| | | not report, and no error on report with no errors. |

| | 3 | Verify OSPCM does not display any errors that were not time reported through OSPCM. |
|--|--------------|---|
| Attachments: (copies of screens, reports, etc. before and after proposed change) 1. None | | |
| Signatures of Agreement: (add additional rows it necessary) | - | |
| BAE: Lead Analyst: | | |



Functional Spec. # 6427_FS

 BAE Start Date:
 05/20/1997
 BAE Name:
 MARK SEAL

 BAE Comp. Date:
 05/30/1997
 BAE Tele: No.:
 205-977-3618

 BAE Hours:
 3
 LA Assigned:

CMVC Component Name: CHANGE_MGMT

Associated Defect/Feature No.: 6427

Target Release:

(give target release this needs to be in)

Target Release Date:

(give target release date for this enhancement)

Priority:

(provide priority from 'feature priority' list - production_hi HI through deferred_low

Revision No.:
Reason for Revision:

Subject:

| (brief description of change) 1 | CHANGE DEFAULT INVENTORY SITE |
|---------------------------------|-------------------------------|

Introduction:

| 000000000000000000000000000000000000000 | <u> </u> |
|---|--|
| (description of what system 1 | DURING CONFIGURATION A RES ID IS ASSIGNED TO |
| currently does, what needs to | EACH ACITIVITY ON A JOB. ALSO DURING |
| be changed, and why) | CONFIGURATION A DEFAULT INVENTORY SITE IS |
| | ASSIGNED BASED ON THE RES ID ASSIGNED. IF |
| | THERE ARE MULTIPLE RES ID'S IN THE |
| | CONFIGURATION TABLE THE SYSTEM WILL ASSIGN |
| | ONE AT RANDOM. THE USER CAN, AFTER |
| | CONFIGURATION, CHANGE THE RES ID. THE |
| | PROBLEM IS THAT THE DEFAULT INVENTORY SITE |
| | DOES NOT CHANGE. |

Solution:

| (describe what the system will 1 | WHEN THE USER CHANGES THE CONFIGURATION |
|----------------------------------|--|
| or should do and any general | ASSIGNED RES ID AND THE MATERIAL IS NOT |
| constraints or conditions that | ALREADY ON ORDER THEN CHANGE THE DEFAULT |
| mint the Solution) | INVENTORY SITE. |

| Change(s): | |
|--|---|
| (detailed description of | 1 CHANGES SHOULD APPLY TO THE ACITIVITY MTCE |
| change) - [add additional rows if | SCREEN IN PRESURVEY AND IN SCHEDULING. |
| multiple changes] | 2 CHANGE THE SYSTEM SO THAT WHEN A USER |
| | CHANGES THE RES ID ASSIGNED TO AN ACTIVITY, |
| | AND THE MATERIAL HAS NOT BEEN ORDERED FOR |
| | THE ACTIVITY, THEN THE DEFAULT INVENTORY SITE |
| | SHOULD ALSO BE CHANGED TO THE DEFAULT |
| | INVENTORY SITE OF THE NEW RES ID. |
| | 3 IF NO DEFAULT INVENTORY SITE EXISTS FOR THE |
| | ASSIGNED RES ID FROM CONFIGURATION AND THE |
| | USER CHANGES THE RES ID, AND THE MATERIAL HAS |
| | NOT BEEN ORDERED THEN THE SYSTEM SHOULD TRY |
| | TO ASSIGN THE DEFAULT INVENTORY SITE FOR THE |
| | NEW RES ID. |
| | 4 IF WHEN TRYING TO CHANGE THE DEFAULT |
| | INVENTORY SITE FOR A NEWLY ASSIGNED RES ID |
| | AND THAT NEW RES ID DOES NOT HAVE A DEFAULT |
| | INVENTORY ASSIGNED THEN DON'T CHANGE THE |
| | INVENTORY SITE. |
| | 5 FOR THOSE SUBSTEPS THAT HAVE MATERIAL THAT |
| | HAS BEEN ORDERED DO NOT CHANGE THE |
| | INVENTORY SITE. |
| | IIIVEIII OILI |
| Performance Requiremen | ils. |
| (list any performance | 1 NONE. |
| requirements associated with | , ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |
| this change) | |
| <u></u> | |
| Dependencies: | T. NONE |
| (list any defects or features that this enhancement is | 1. NONE. |
| dependent on) | |
| Pengapa I garanta and a same of the same o | |
| | |
| Benefits: | |
| (provide benefits in dollars, | 1. THIS WILL SAVE THE USER TIME IN ASSIGNING AN ALT |
| reduced headcount, time | INV SITE IN THE MATERIAL MODULE. MOSTLY, THE FIELD |
| savings, etc. for doing this | USERS WILL FORGET AND MATERIAL WILL NOT GET |
| work) | ORDERED ON TIME OR TO THE CORRECT INVENTORY |
| | SITE |
| | |
| Affected Components: | (check) (check) |
| | Yes No |
| RTOC Instructions | |
| HELP | |
| Us r Guid s | |
| Testing | |
| Infra-structure | |
| | , – – – – – – – – – – – – – – – – – – – |

| Manag m nt Reports | |
|--|--|
| Interfaces | |
| (list any legacy or new 1. N/A interface systems impacted by this change) | |
| Work-around: (check) (chec Yes No | reck) No |
| (is there a temporary work | |
| (describe work around in detail) 1. THE WORK ALT INVENT | K AROUND IS FOR THE USER TO ASSIGN AN NTORY SITE. IF THE USER FORGETS TO DO N THE MATERIAL WON'T GET ORDERED ON |
| Risks: | |
| positive/negative, not doing this change SITE. IF TH MATERIAL V | R WILL HAVE TO ASSIGN AN ALT INVENTORY THE USER FORGETS TO DO THIS THEN THE L WON'T GET ORDERED ON TIME AND/OR TO RECT INVENTORY SITE. |
| Business Rules: | |
| | HANGES SHOULD APPLY TO THE ACITIVITY REEN IN PRESURVEY AND IN SCHEDULING. |
| Documentation Changes: | |
| (list affected documents 1. USER GIDE requiring change) | DES AND HELP SCREENS. |
| Acceptance Criteria / Test Scenario: | |
| (list test scenarios required to test change prior to use acceptance) REQUIRED | THAT THE CONFIGURE A JOB SO THAT THE CONFIGURATION PROCESS ASSIGNS A RES ID (A) AND A DEFAULT INV SITE (A) TO AN ACTIVITY. IN PRESURVEY ON THE ATIVITY MTCE SCREEN CHANGE THE RES ID (A) FOR THE ACTIVITY TO A NEW RES ID (B) AND VERIFY THAT THE DEFAULT INV. SITE IS CHANGED TO (B) 2 ENTER AND CONFIGURE A JOB SO THAT THE CONFIGURATION PROCESS ASSIGNS A RES ID (A) AND A DEFAULT INV SITE (A) TO AN ACTIVITY. CHANGE THE RES ID (A) |

| |
|---|
| TO A NEW ONE (BTHAT DOES NOT HAVE A DEFAULT INV. SITE ASSIGNED. EXPECTED RESULT IS THAT THE RES ID (A)GETS CHANGED TO RES ID (B) AND THE DEFAULT INV SITE (A) DOES NOT. 3 ENTER AND CONFIGURE A JOB SO |
| THAT THE CONFIGURATION PROCESS ASSIGNS A RES ID (A) AND THERE IS NO DEFAULT INV SITE ASSIGNED TO AN ACTIVITY. CHANGE THE RES ID (A) TO A NEW RES ID (B) THAT HAS A DEFAULT INV |
| SITE (B). EXPECTED RESULTSTHE RES ID AND THE DEFAULT INV. SITE GET CHANGED TO (B). 4 THESE TEST SHOULD BE PERFORMED ON THE ACTIVITY MTCE SCREEN IN PRESURVEY AND IN SCHEDULING. |

| Attaviiinuiito. | | |
|---|----------|--|
| (copies of screens, reports, etc. before and after proposed change) | 1. NONE. | |
| | | |
| Signatures of Agreement | | |
| (add additional rows if | | |
| necessary) | | |
| BAE: | | |
| Lead Analyst: | | |



Functional Spec. # 6436_FS

| BAE Start Date: | 05/21/1997 | BAE Name: | MARK SEAL |
|---|------------|----------------|--------------|
| BAE Comp. Date: | 05/30/1997 | BAE Tele. No.: | 205-977-3618 |
| BAE Hours: | 6 | LA Assigned: | |
| *************************************** | | | |

CMVC Component Name: CHANGE_MGMT

Associated Defect/Feature No.: 6436

| Target Release: | | Target Release Date: |
|---|-----|---|
| (give target release this needs to be in) | 2.1 | (give target release date for this enhancement) |

Priority:

| | PROD- |
|--|-------|
| priority' list - production_hi through deferred_low | HI |

| Revision No.: | |
|----------------------|--|
| 8 | |
| Reason for Revision: | |

Subject:

| (brief description of change) 1 | ADD EDITS TO THE PRESURVEY SCREEN WHEN |
|---------------------------------|--|
| | ADDING ROADBLOCKS FOR FACTORY ADD ON ITEMS |
| | ASSOCIATED WITH AN ASSEMBLY |

Introduction:

| (description of what system 1 | CURRENTLY THE SYSTEM WILL ALLOW A ROADBLOCK |
|-------------------------------|---|
| currently does, what needs to | TO BE PLACED ON A SUBSTEP THAT HAS A FACTORY |
| be changed, and why) | ADD-ON MATERIAL ITEM. BECAUSE THE SYSTEM WILL |
| | AUTO COMPLETE THE FACTORY ADD-ON SUBSTEPS, |
| | NO OTHER COMPLETION PROCESSING WILL OCCUR. |
| | THIS MEANS THAT IF A ROADBLOCK EXISTED IT |
| | WOULD NOT BE AUTOMATICALLY CLEARED WHEN |
| | THE FACTORY ADD-ON SUBSTEP IS AUTO |
| | COMPLETED. |
| | |

Solution:

| (describe what the system will 1 | DON'T ALLOW A ROADBLOCK TO BE ENTERED FROM |
|---|--|
| or should do and any general | THE PRESURVEY SCREEN ON A SUBSTEP THAT HAS |
| constraints or conditions that limit the solution) | FACTORY ADD-ON MATERIAL ASSIGNED. |

Change(s):

| (detailed description of change) - [add additional rows if multiple changes] | ADD AN EDIT ON THE PRESURVEY SCREEN. WHEN THE USER ATTEMPTS TO ENTER A ROADBLOCK THE SYSTEM SHOULD CHECK THE MATERIAL ASSIGNED TO THE SUBSTEP. IF THE MATERIAL HAS AN ASSEMBLY INDICATOR SET TO "Y" IN THE OSPCM MATERIAL ITEM TABLE THEN DO NOT ALLOW THE ROADBLOCK TO BE ENTERED. RETURN A MESSAGE "ROADBLOCK NOT ALLOWED ON A SUBSTEP WITH FACTORY ADD-ON MATERIAL. ENTER THE ROADBLOCK ON THE ASSOCIATED CABINET". |
|--|--|
| Performance Requiremen | its: |
| (list any performance requirements associated with this change) | 1 NONE |
| Dependencies: | |
| (list any defects or features that this enhancement is dependent on) | 1. NONE |
| Benefits: | |
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) | 1. WITHOUT THIS EDIT WE HAVE NO WAY TO ENSURE THAT ROADBLOCKS WILL BE CLEARED ON ALL CLOSED JOBS. THAT MEANS THAT THE ROADBLOCK REPORT COULD HAVE ROADBLOCKS FOR CLOSED JOBS. IF THIS HAPPENS THERE IS CURRENTLY NO WAY TO REMOVE THESE ROADBLOCKS. |
| Affected Components: | (check) (check) |
| | Yes No |
| RTOC Instructions HELP | |
| User Guides T sting | |
| Infra-structure | |
| Management Reports Database | |
| Interfaces | 4 NONE |
| (list any legacy or new interface systems impacted by this change) | 1. NONE |
| | |
| Work-around: | (check) (check) Yes No |
| (is there a temporary work around??) | |

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| The state of | |
|---|--|
| (describe work around in detail) | |
| Risks: | |
| (list factors that impact, positive/negative, not doing this change | IF THIS CHANGE IS NOT MADE ROADBLOCKS COULD APPEAR ON THE ROADBLOCK REPORT AND IN THE SYSTEM THAT CANNOT BE REMOVED. |
| Business Rules: | |
| (list any business rules or constraints that should apply) | ROADBLOCKS ASSOCIATED WITH AN ASSEMBLY SHOULD BE ON THE SUBSTEP WITH THE CABINET ASSIGNED. |
| Documentation Changes: | |
| (list affected documents 1. requiring change) | USER GUIDES, HELP, M&P. |
| Acceptance Criteria / Test Si | zenario: |
| (list test scenarios required to test ch acceptance) REQUIRED | ange prior to user: 1 ENTER A JOB WITH SEVERAL SUBSTEPS THAT MAKE UP AN ASSEMBLY. GO TO THE PRESURVEY SCREEN AND TRY TO ENTER A ROADBLOCK ON A SUBSTEP THAT HAS FACTORY ADD- ON MATERIAL ASSIGNED. THE ERROR "ROADBLOCK NOT ALLOWED ON A SUBSTEP WITH FACTORY ADD-ON MATERIAL. ENTER THE ROADBLOCK ON THE ASSOCIATED CABINET" SHOULD DISPLAY. 2 TRY TO ENTER THE ROADBLOCK ON THE SUBSTEP THAT HAS THE CABINET ASSIGNED. THIS SHOULD BE ALLOWED. |
| Attachments: | |
| (copies of screens, reports, etc. before and after proposed change) | NONE |
| Signatures of Agreement: (add additional rows if necessary) | |
| BAE: | |
| Lead Analyst: | |

Functional Spec. # 6501

BAE Start Date: BAE Comp. Date: BAE Hours:

 June 5, 1997
 BAE Name:

 June 6, 1997
 BAE Tele. No.:

 6 Hours
 LA Assigned:

Carol A. Brechtel 205-977-3611

CMVC Component Name: MATMGMT

Associated Defect/Feature No.: 6501

Target Release:
(give target release this needs

Target Release Date:

(give target release date for 9/1997 this enhancement)

Priority:

to be in)

(provide priority from 'feature priority' list - production_hi through deferred low

production_hi

2.1

Revision No.:

Reason for Revision:

Subject:

| (brief description of change) 1 | Enhance the system to allow the user to save the 8010, |
|---------------------------------|---|
| | 6241 and 1010 foms to a file, for printing at a later date. |

Introduction:

| (description of what system | 1 Today whenever non-COE equipmetn is transferred |
|-------------------------------|--|
| currently does, what needs to | between inventory sites the system automatically generates |
| be changed, and why) | a RF-6241-M1 form. |
| | 2 When COE equipment is: |
| | * transferred between inventory sites |
| | * assigned to a job from existing inventory |
| | * unassigned from a job |
| | the system automatically generates a RF-8010 |
| | When material (COE and non-COE) is retunred to a |
| | BST/GTES warehouse or a outside vendor the system |
| | automatically generates a RF-1010-A1 |
| | 4 Enhance the system to allow these forms to be saved to a |
| | file so they can be printed at a later date. |

| Solution: | | |
|---|------|--|
| (describe what the system will or should do and any general constraints or conditions that limit the solution) | 1 | The system should give the user the option of * printing the form * save the form to a file * print the form and save it to a file |
| Change(s): | | |
| (detailed description of change) - [add additional rows if multiple changes] | 2 | Enhance the system to display a window, before automatically generating any of the forms (8010, 6241 & 1010) giving the user a selection of: * print the form only * save the from to a file * print the form and savethe form to a file This will allow the user to print the form if they are ready to ship the cable. They can send the form to a file that can be printed later or they can keep for the office record copy. By allowing the user to create the file they have no need to keep a paper copy of the form. |
| Performance Requiremen | ıts: | |
| (list any performance requirements associated with this change) | 1 | There should be no noticeable affect on performance. |
| Dependencies: | | |
| (list any defects or features that this enhancement is dependent on) | 1. | None |
| Benefits: | | |
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) | | Allow the user to save the forms to be printed later or they could save the file for their records. Eliminate the need for a paper copy. Also if multiple copies are needed they can print as many as they need, for remote locations this may be easier than making copies. |

| Affected Components: | (check) | (check) |
|----------------------|---------|---------|
| | Yes | No |
| RTOC Instructions | | x |
| HELP | X | |
| User Guides | X | |
| Testing | X | |
| Infra-structure | | X |
| Management Reports | | X |
| Databas | | X |

| Interfaces | | | | |
|--|----|------|------|--|
| (list any legacy or new interface systems impacted by this change) | 1. | None | | |

| Work-around: | (check) (check) Yes No |
|--------------------------------------|--|
| (is there a temporary work around??) | x |
| (describe work around in detail) | The user would need to make a copy for future use. |

Risks:

| (list factors that impact, | 1. | If the form is printed when the trnasaction is done and the |
|-----------------------------------|----|---|
| positive/negative, not doing this | | material is not shipped the paper work could get lost. |
| change | 2. | 8010 may not be handled correctly and DCPR would not get |
| | | the data they need to keep their records accurate. |

Business Rules:

| (list any business rules or | 1. | Give the user a choice whenever the form is generated by the |
|--------------------------------|----|--|
| constraints that should apply) | | system. |

Documentation Changes:

| (list affected documents | 1. | User Guide updated with the new window & process |
|--------------------------|----|--|
| requiring change) | 2. | Test Scenarios & Functional Decomps |

| Acceptance Criteria / Test Scenario: (list test scenarios required to test change prior to user acceptance) REQUIRED | 1 | Generate the following transactions and print a 8010, save the 8010, and print and save the 8010: * assign COE equipment to a job from existing inventory * unassign COE equipment from a job * transfer COE equipment between inventory sites |
|---|-----|---|
| | 2 | Generate the following transactions and print a 6241, save the 6241, and print and save the 6241: * transfer non COE equipment between inventory sites |
| | 3 | Generate the following transaction and print a 1010, save the 1010, and print and save the 1010: * Return material to a warehouse (COE and non-COE material) *Return material to a outside vendor (COE and non-COE material) |
| | 5 | Verify all forms are handle properly A more detailed test case will be provided when it is determined how the feature will be programmed. |
| Attachments: | | |
| (copies of screens, reports, etc. before and after proposed change) | , , | |
| Signatures of Agreement: (add additional rows if | - | |

BAE: L ad Analyst:



Functional Spec. # 6575 BAE Start Date: June 14, 1997 BAE Name: Carol A. Brechtel June 16, 1997 BAE Tele. No.: 205-977-3611 BAE Comp. Date: 2 Hours LA Assigned: BAE Hours: CMVC Component Name: | MATMGMT Associated Defect/Feature No.: 6575 Target Release Date: Target Release: (give target release this needs (give target release date for 2.1 this enhancement) to be in) Priority: (provide priority from 'feature production low priority' list - production_hi through deferred low Revision No.: Reason for Revision: Subject: (brief description of change) Enhance the inventory scan to allow the user to sort the scan by Serial Number, when requesting a scan for serialized inventory. Introduction: (description of what system --Today the user can sort an inventory scan by 15 different currently does, what needs to attributes, but Serial Number is not one of the sort options. be changed, and why) The scan will display/print all assigned material first. Enhance the system to allow the user to sort an inventory scan by serial number. Solution: (describe what the system will Add the attribute of Serial Number to the "Sortable Fields"

limit the solution)

or should do and any general

constraints or conditions that

ĕ, ▼,

grid on the "Sort Inventory" window.

| Change(s): | |
|---|--|
| (detailed description of | 1 Allow the user to sort inventory scans by serial number |
| change) - [add additional rows if | when requesting a scan for serialized material. (ascending |
| multiple changes] | order) |
| | 2 Allow the user to select Serial Number as a sort option. |
| | 3 If Serial Number is selected display/print in ascending order. |
| | <u> </u> |
| | |
| Park and December | · · · · · · · · · · · · · · · · · · · |
| Performance Requirement | ************************************** |
| (list any performance requirements associated with | 1 There should be no noticeable affect on performance. |
| this change) | |
| | |
| Dependencies: | |
| (list any defects or features | 1. None |
| that this enhancement is | 1. 140110 |
| dependent on) | |
| | |
| | |
| Benefits: | |
| (provide benefits in dollars, | 1. Make it easier for the user to determine the on hand quantity of |
| reduced headcount, time | cable on a reel. Today the system will print/display all assigned |
| savings, etc. for doing this | material first, therefore, the user needs to scan the full report to |
| work) | determine the total amount of cable on a reel. |
| | Easier to compare what is in the system to what is on the yard. |
| | Z. Lasier to compare what is in the system to what is on the yard. |
| Afficiated Commencents | (check) (check) |
| Affected Components: | |
| 57001 | Yes No |
| RTOC Instructions | <u> </u> |
| HELP | x 📋 |
| User Guides | x 🗆 |
| T sting | |
| Infra-structure | X |
| MILITIDATING CATELITATION CANDAMANANANANANANANANANANANANANANANANANA | X |
| | |
| Management Reports | x x |
| | x |
| Management Reports Database | x x |
| Management Reports Database Interfaces | x x x |
| Management Reports Database Interfaces (list any legacy or new | x x |
| Management Reports Database Interfaces (list any legacy or new interface systems | x x x |
| Management Reports Database Interfaces (list any legacy or new | x x x |
| Management Reports Database Interfaces (list any legacy or new interface systems | x x x |
| Management Reports Database Interfaces (list any legacy or new interface systems impacted by this change) | x x x x x x x x x x |
| Management Reports Database Interfaces (list any legacy or new interface systems | X X X X X X X X X X |
| Management Reports Database Interfaces (list any legacy or new interface systems impacted by this change) Work-around: | X X X X X X X X X X |
| Management Reports Database Interfaces (list any legacy or new interface systems impacted by this change) Work-around: (is there a temporary work | X X X X X X X X X X |
| Management Reports Database Interfaces (list any legacy or new interface systems impacted by this change) Work-around: | X X X X X X X X X X |

Risks:

| (list factors that impact, | 1. | Inventory adjustments may be made that are not necessary. |
|--|----|---|
| positive/negative, not doing this change | 2. | Not user friendly when doing a physical inventory |

Business Rules:

| (list any business rules or | 1. | If the user request a inventory scan sorted by serial number, |
|--------------------------------|----|---|
| constraints that should apply) | | the scan should be sorted in ascending order using the serial |
| | | number |

Documentation Changes:

| (list affected documents | | Materials Management User Guide |
|--------------------------|----|---------------------------------|
| requiring change) | 2. | Functional Decomps |
| | 3. | Test Scenarios |

Acceptance Criteria / Test Scenario:

| (list test scenarios required to test change prior to user | 1 | Display the "Inventory Scan Search |
|--|---|---|
| acceptance) REQUIRED | | Criteria" window |
| | 2 | Select the "Sort By" button |
| | 3 | Verify that "Serial Number" appears in |
| | | the "Sortable Field" grid on the "Sort |
| | | Inventory" window |
| | 4 | Select Serial Number and verify that it |
| | | moves over to the "Sort Order" grid |
| | 5 | Arrange the sort order options so that |
| | | Serial Number is the first option |
| | 6 | Select OK |
| | 7 | Run the Inventory scan - verify that it |
| | | sorted in Serial Number order. |

Attachments:

| | | |
|--------------------------------|---------|------|
| /conice of coroone reports | 1 4 | |
| (cupies di sciedils, repuls, | / I. | |
| | | |
| etc. Defore and after proposed | | |
| | | |
| l change) | | |
| | <u></u> | |

Signatures of Agreement: (add additional rows if

necessary)

| BAE: | |
|---------------|--|
| Lead Analyst: | |



Functional Spec. # 6426_FS

| BAE Start Date: 05/3 | 1/1997 BAE Name: MARK SEAL |
|--|---|
| BAE Comp. Date: 06/0 | 1/1997 BAE Tele. No.: 205-977-3618 |
| BAE Hours: 4 | LA Assigned: |
| A454A A 44 | CHANCE MONT |
| CMVC Component Name: | CHANGE_MGMT |
| Associated Defect/Feature | Na.: 6426 |
| Target Release: | Target Release Date: |
| (give target release this needs to be in) | 2.01 (give target release date for this enhancement) |
| (O'DE III) | uniscrimanocritority |
| Priority: | |
| (provide priority from 'feature priority' list - production hi | PROD |
| through deferred_low | HI |
| - | |
| Revision No.: Reason for Revision: | |
| iteasuirui terisiuii. | |
| | |
| Subject: | |
| (brief description of change) 1 | SERVER PROCESS TO PROVIDE NOTIFICATIONS |
| | |
| Introduction: | |
| (description of what system 1 | |
| currently does, what needs to be changed, and why) | SUPERVISOR AS TO WHEN AND WHO REPORTS AN EXCEPTION CODE OR WHEN ADDED STEPS ARE |
| | REPORTED. |
| | |
| | |
| | |
| Solution: | THE COLUTION IS TO MOITE A SERVED DROCESS TO |
| (describe what the system will or should do and any general | |
| (describe what the system will or should do and any general constraints or conditions that | THE SOLUTION IS TO WRITE A SERVER PROCESS TO RUN EACH NIGHT AND READ THE DATA BASE. COLLECT ANY ADDED STEP AND/OR EXCEPTION |
| (describe what the system will or should do and any general | RUN EACH NIGHT AND READ THE DATA BASE. |

Change(s):

| unange(s): | |
|---|--|
| (detailed description of | 1 CREATE A SERVER PROCESS THAT WILL RUN IN A |
| change) - [add additional rows if multiple changes] | BATCH MODE EACH NIGHT. THIS PROCESS WILL |
| multiple changes; | LOOK AT EACH WORK REPORT THAT WAS CREATED |
| | OR CHANGED FOR EACH DAY. THE PROCESSED_IND |
| | SHOULD BE SET TO "BA". THIS PROCESS SHOULD |
| | CHECK EACH WORK REPORT WITH A |
| | PROCESSED_IND SET TO "BA" TO SEE IF ANY ADDED |
| | STEPS HAVE BEEN REPORTED. IF SO THEN CAPTURE |
| | THE INFORMATION AS FOLLOWS. EMPLOYEE NAME, |
| | RES ID, DATE UNDER REPORT, ADDED STEP NUMBER |
| | AND THE REQUIRED REMARKS. |
| | 2 THIS SERVER PROCESS WILL LOOK AT EACH NON-SS |
| | TIME REPORT THAT HAS A DATE AND TIME STAMP |
| | FOR THE DAY BEING PROCESSED. IF A NON SS TIME |
| | REPORT DOES EXIST FOR THE PROCESSED DAY |
| | THEN CAPTURE THE INFORMATION AS FOLLOWS: |
| | EMPLOYEE NAME, RES ID, DATE UNDER REPORT, |
| | EXCEPTION CODE, START TIME, END TIME. |
| | 3 USING THE EMPLOYEE'S RES ID, GO TO THE |
| | SUPER_RG TABLE FOR THE RES ID AND GET THE |
| | SUPERVISOR'S CUID AND THEN GO TO THE |
| | EMPLOYEE TABLE AND GET THE SUPERVISOR'S |
| | EMAIL ADDRESS. ONCE THE EMAIL ADDRESS IS |
| | OBTAINED THEN SEND ALL OF THE CAPTURED DATA |
| | TO THE ADDRESS IN ONE E-MAIL MESSAGE. IF NO E- |
| | MAIL ADDRESS EXISTS THEN DON'T SEND THE |
| | INFORMATION TO ANY ONE. |

Performance Requirements:

| (list any performance 1 | THIS WILL BE DONE IN A BATCH MODE AND SHOULD |
|------------------------------|--|
| requirements associated with | NOT AFFECT PERFORMANCE. |
| this change) | |

Dependencies:

| , |
|---|
| , |
| , |
| , |
| , |
| , |
| |
| |

Benefits:

| (provide benefits in dollars, | 1. | THIS PROCESS WILL REPLACE THE CONTROLS THAT A |
|-------------------------------|----|---|
| reduced headcount, time | | SUPERVISOR MUST SIGN A WORK REPORT FOR EACH |
| savings, etc. for doing this | | EMPLOYEE FOR EACH WORK DAY. |
| work) | 2. | BY NOTIFYING THE SUPERVISOR OF ANY EXCEPTIONS |
| | | AND ADDED STEPS, APPROPRIATE ACTION CAN BE |
| | | TAKEN IF NEEDED. THIS, ALONG WITH THE CURRENT |
| | | MTR REPORTS ARE CONSIDERED TO BE ACCEPTABLE |
| | | CONTROLS. |
| | | |

| Affected Components: | |
|---|---|
| Anecieu Components. | (check) (check) Yes No |
| RTOC Instructions | |
| HELP | |
| User Guides | |
| Testing | |
| Infra-structure Management Reports | |
| Database | |
| | |
| Interfaces (list any legacy or new interface systems impacted by this change) | 1. NONE |
| Work-around: | (check) (check) Yes No |
| (is there a temporary work | |
| around??) (describe work around in | THE ONLY WORK AROUND IS FOR THE SUPERVISOR TO |
| detail) | PHYSICALLY LOG IN AND PULL UP EACH EMPLOYEE'S |
| | WORK REPORT AND ACCESS THE EXCEPTIONS SCREEN |
| | TO CHECK FOR EXCEPTIONS. THEN THE SUPERVISOR |
| | WILL ACCESS THE WORK REPORT SCREEN AND CHECK |
| | FOR ANY ADDED STEPS. THIS WILL BE A VERY TIME CONSUMING PROCESS |
| | CONSOMING PROCESS |
| Risks: | |
| (list factors that impact, | WITHOUT PROPER CONTROLS A PAPER WORK REPORT |
| positive/negative, not doing this change | MAY BE NECESSARY TO OBTAIN A SUPERVISOR'S |
| G | SIGNATURE FOR APPROVAL. |
| Business Rules: | |
| (list any business rules or | 1. |
| constraints that should apply) | |
| Documentation Changes | |
| (list affected documents | 1. ADD M&P TO RECOMMEND THAT ALL SUPERVISORS |
| requiring change) | ENTER A VALID E-MAIL ADDRESS ON THE EMPLOYEE |
| | RECORDS. |
| | |
| Acceptance Criteria / Tes (list test scenarios required to tes | |
| acceptance) REQUIRED | CONTAINS OVERTIME AND SAVE A |
| | BALANCE THE REPORT. RUN THE |
| | SERVER PROCESS. THE EXPECTED |
| | RESULT IS THAT THE SUPERVISOR |
| | OF THE EMPLOYEE ON THE WORK |

| | 2 | REPORT WILL RECEIVE AN E-MAIL WITH THE APPROPRIATE INFORMATION. CREATE A WORK REPORT WHICH CONTAINS AN ADDED STEP, SAVE AND BALANCE THE WORK REPORT. |
|---|-----|---|
| | 3 . | RUN THE SERVER PROCESS. THE EXPECTED RESULT IS THAT THE SUPERVISOR OF THE EMPLOYEE ON THE WORK REPORT WILL RECEIVE AN E-MAIL WITH THE APPROPRIATE INFORMATION. CREATE A WORK REPORT WHICH CONTAINS NO EXCEPTIONS OR |
| | 4 | ADDED STEPS AND SAVE AND BALANCE. RUN THE SERVER PROCESS. THE EXPECTED RESULT IS THAT THE SUPERVISOR OF THE EMPLOYEE ON THE WORK REPORT WILL NOT RECEIVE AN E-MAIL. ACCESS THE WORK REPORT IN |
| | ' | NUMBER THREE ABOVE AND ADD OVERTIME AND AN ADDED STEP. SAVE AND CLOSE. RUN THE SERVER PROCESS. THE EXPECTED RESULT IS THAT THE SUPERVISOR OF THE EMPLOYEE ON THE WORK |
| | | REPORT WILL RECEIVE AN E-MAIL WITH THE APPROPRIATE INFORMATION. |
| Attachments: | | |
| (copies of screens, reports, etc. before and after proposed change) | | |
| Signatures of Agreement: (add additional rows if necessary) | | |

BAE:

Lead Analyst:



Functional Spec. # 6814A

| BAE Start Date: | October 9, 1997 | BAE Name: | Carol Brechtel |
|-----------------|-----------------|----------------|----------------|
| BAE Comp. Date: | October 9, 1997 | BAE Tele. No.: | 205-977-3611 |
| BAE Hours: | 2 1/2 hours | LA Assigned: | |

CMVC Component Name: MATMGMT

Associated Defect/Feature No.: NONE

ONE

| Target Release: | Target Release Date: |
|---|--|
| (give target release this needs to be in) [Only identify if this | (give target release date for this enhancement, if |
| is required for an emergency release or must be worked in next scheduled release] | required) |

Priority:

| (provide priority from feature | Top 25 Rating = 15 |
|--|--------------------|
| priority' list - number preliminary assigned by SME) | Module Rating = 7 |

Revision No.: (B, C, etc. - this will require new signatures)

Reason for Revision:

General:

| (General Information - nothing | 1. The purpose of this document is to provide the customer's view of the |
|----------------------------------|---|
| is to be typed here, this is for | functionality that needs to be changed or added to the existing OSPCM |
| information only about the | product. It is not the detail design requirements. It should concentrate on |
| functional spec process.) | the 'what' that is needed and not on the 'how' it is provided. |
| | |
| | 2. All features that are > 40 hours/1 business area require a structured |
| | inspection walk through process (currently using EAGAN). This is to be |

- inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead; documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'.
- The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature.
- 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants.
- Continue numbering scheme in your text input under each table to provide traceability for matrixes.

| · · | |
|--|--|
| 1. Abstract: | |
| (brief description of change/addition) - This should pretty closely match the abstract in CMVC. | 1.1 Add one additional display field to the Transaction Details window, display the "Total on Hand Quantity" for the material item on the transaction, this is for serialized and non-serialized material. |
| 2. Current Problem: | |
| (brief description of what system currently does, what needs to be changed, and why) | 2.1 "Total On Hand Qty" is not displayed on the Transaction Details window - currently the system displays the Transaction Quantity and the Balance Quantity. |
| 3. Proposed Salution: | |
| (brief description of what the system will or should do and any general constraints or conditions that limit the solution) | 3.1 Add one field to the Transaction Details window - add "Total on Hand Quantity" to the Transaction Data section of the window. For non-serialized material & serialized material. |
| 4. Change/Addition(s): | |
| (detailed description of change/addition) | 4.1 Add one field to the Transaction Data Section of the Transaction Details window. |
| 5. Performance Requirements | |
| (list any performance requirements associated with this change) [Identify system response requirements that must be met for user acceptance] | 5.1 There should be no noticeable affect on performance. |
| 6. Dependencies: | |
| (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) | 6.1 None |
| 7. Benefits: | |
| (provide benefits in dollars, reduced | 7.1 For two sided transactions the user would be required to |

(provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval]

7.1 For two sided transactions the user would be required to add the Balance quantity from both sides of the transaction to determine the total quantity of material on hand.

2

7.2 The Total on Hand Quantity would be display.

| 8. Affected Components: | (check) | (check) |
|-------------------------|---------|---------|
| | Yes | No |
| RTOC Instructions | | X |
| HELP | x | |
| User Guides | x | |
| Testing | х | |
| Infra-structure | | X |
| Management Reports | | X |
| Database | | |

| 9. Interfaces | |
|--|---|
| (list any legacy or new interface systems impacted by this change) [Make sure other interface systems are aware of and agree with any requirement change that impacts them before proceeding] | 9.1 None |
| 10. Work-around: | (check) (check) Yes No |
| (is there a temporary work around?) | x |
| (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10.1 Manually calculate the on hand quantity for the inventory item |
| 11. Risks: | |
| (list factors that impact, positive/negative, not doing this change) | 11.1 The user may believe they have more or less material in inventory then they actually have. |
| 12. Business Rules: | · |
| (list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business rule***) | 12.1 None |
| 13. Documentation Changes: | |
| (list affected documents requiring change) [Documentation should prepare a checklist covering each document that must be updated for this feature] | 13.1 User Guide 13.2 Help 13.3 Functional Decomps |
| 14. Special Training/Impleme | ntation Requirements: |
| (list any special training/implementation required for this feature. Identify what will be required to train and implement this feature to the customer, i.e., by documentation, e-mail, help, cue cards, on sight training, etc.) | 14.1 None |

3

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

15.1 Use the "Show Inventory item" window to find inventory that has a unassigned and assigned balance

15.2 Either display the last transaction from here or go to Show Transactions

15.3 Display transaction (from the Inventory item on Show Inventory item window)

15.4 Display the details of the transaction

15.5 Verify that the "Total on Hand Quantity" is displayed

15.6 Return to the Show Inventory item window and verify the "Total on Hand quantity" displayed on the transaction was correct.

17. Attachments:

| (copies of | screens, re | ports, e | etc. |
|--------------|--------------|----------|---------|
| before and | after prope | osed ch | ange - |
| only identif | y if the cus | tomer r | equires |
| the screen | | | |
| screen to le | | | |

16.1

Signatures of Agreement:

(add additional rows if necessary)

L ad Analyst:



Functional Spec. # 7055A 09/17/1997 BAE Name: BAE Start Date: Larry Edgar 977-7375 09/25/1997 BAE Tele. No.: BAE Comp. Date: 18 LA Assigned: BAE Hours: CMVC Component Name: change mgmt

Associated Defect/Feature No.:

| Target Release: | Target Release Date: |
|--|--|
| (give target release this needs to be in) [Only identify if this is required for an emergency release or must be worked in next scheduled release] | (give target release date for this enhancement, if required) |

Priority:

| (provide priority from 'feature | prod_hi |
|---------------------------------|---------|
| priority' list - number | |
| preliminary assigned by SME) | |

| Revision No.: | (B, C, etc this will require new signatures) |
|----------------------|--|
| Reason for Revision: | |

General:

(General Information - nothing is to be typed here, this is for information only about the functional spec process.)

- The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided.
- All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'.
- 3. The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature.
- 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants.
- Continue numbering scheme in your text input under each table to provide

1. Abstract:

(brief description of change/addition)
- This should pretty closely match
the abstract in CMVC

1.1 Provide a system method to either advise user by display message or to automatically point a production user to the correct server when logging on to a unit that has not been used before for OSPCM.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why) 2.1 Users download a new release in production on a unit not used for OSPCM before and do not verify the state server is pointed to. Can cause time outs and delays due to "traffic" routing. A default state of FL is given.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

- 3.1 Provide an OSPCM method in or after the download process that will identify the user "correct server" based on location feedback. Then advise the user by display message dialog box to point to correct server if needed.
- 3.2 Consider an automatic method to do the pointing during the download if not too complex.

4. Change/Addition(s):

(detailed description of change/addition)

- 4.1 Add user location detection method to system
- 4.2 Add method to determine correct server based on location detection.
- 4.3 Add method to display advisory message "please select state and choose State" on OSPCM Guide (may consider adding to the Production / Training selection).
- 4.4 Consider if user can be pointed automatically during a download.

5. Performance Requirements:

(list any performance requirements associated with this change)
[Identify system response requirements that must be met for user acceptance]

5.1 No delay foreseen - should enhance user times.

6. Dependencies:

(list any defects or features that this enhancement is dependent on or that will be dependent on this feature)

6.1 None

7. Benefits:

(provide benefits in dollars, reduced headcount; time savings, etc. for doing this work) [This is required to identify any savings that can

7.1 Will avoid the "traffic" routing congestion and thus reduce user time outs. User acceptance enhanced.

| securing budget approval] | |
|--|--|
| | |
| 8. Affected Components: (| check) (check) |
| RTOC Instructions | Yes No □ |
| HELP | ^ |
| Us r Guides | x |
| T sting | x |
| Infra-structure | x |
| Management Reports | x |
| Database | x |
| | |
| | |
| 9. Interfaces (list any legacy or new interface | 9.1 None |
| systems impacted by this change) | 9.1 None |
| [Make sure other interface | |
| systems are aware of and agree with any requirement change that | |
| impacts them before proceeding] | |
| | |
| 10. Work-around: | (check) (check) |
| (| Yes Na |
| (is there a temporary work around?) (describe work around in detail) | X L |
| [Also identify this in the OSPCM | 10.1 Users have been and are continued to be advised during deployment that a standard procedure is to always (not just |
| 'known problem' document] | for OSPCM firsts) go to OSPCM Guide to select the State and |
| | choose/verify the local state. |
| | |
| 11. Risks: | |
| (list factors that impact, | 11.1 Users complain of time outs as caused by routing traffic |
| positive/negative, not doing this change) | which bogs down a server since use is not correctly dispersed. |
| | |
| 12. Business Rules: | |
| (list any business rules or constraints that should apply. If | 12.1 Advise users to perform state verify function to avoid |
| business rules are included in the | potential traffic delays. |
| changes section, identify these with | |
| asterisk in bold, ***business rule***) | |
| J | |
| 13. Documentation Changes: | |
| (list affected documents requiring | 13.1 Chapter of Overview of OSPCM Application, each module |
| change) [Documentation should prepare a checklist covering each | - inrto chapter and Getting Started user guide needs to reflect |
| document that must be updated | the added download message and manual state selection |
| for this feature] | procedure emphasis. |

3

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|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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| (list any special |
|--------------------------------------|
| training/implementation required for |
| this feature. Identify what will be |
| required to train and implement this |
| feature to the customer, i.e., by |
| documentation, e-mail, help, cue |
| cards, on sight training, etc.) |

14.1 Deployment teams and / or training needs to continue to emphasize the probability of delays and cause.

15. Acceptance Criteria / Test Scenario:

| ********************* * ************** |
|---|
| (list test scenarios required to test |
| change prior to user acceptance, |
| this can be updated after the |
| detailed design is completed.) |
| REQUIRED [Tester should |
| prepare checklist based on these |
| test scenarios for documentation |
| on results of tests. These should |
| be in matrix form identified back |
| to the numbering scheme used in |
| these test scenarios] |

- 15.1 Perform a new release download in production and verify that a display message appears to advise user to select state after security logon.
- 15.2 Go to a second test unit in production and select the state point option, then perform the new release download and determine if no message displayed.
- 15.3 Use the OSPCM ini file to verify server changes .

17. Attachments:

| (copies | of screer | is, report | s, etc. |
|----------|---------------|------------|-------------|
| | and after p | | |
| only ide | entify if the | custome | er requires |
| | en or sor | | |
| | to look a | | |

16.1 None

Signatures of Agreement:

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| BAE: | L |
|---------------|---|
| Lead Analyst: | |

BAE Functional Requirement Document

Functional Spec. # 7166

| BAE Start Date: 1- | 30-98 | BAE Name: | WESLEY WHITE |
|--------------------|-------|----------------|--------------|
| BAE Comp. Date: 1- | 30-98 | BAE Tele. No.: | 977-7436 |
| BAE Hours: 1 | | LA Assigned: | |

CMVC Component Name: MGMT_REPORTS

Associated Defect/Feature No.:

| larget Release: | | larget Release Date: | |
|----------------------------------|-----------|-------------------------------|-----------|
| (give target release this needs | Emergency | (give target release date for | Emergency |
| to be in) [Only identify if this | 0 , | this enhancement, if | |
| is required for an emergency | | required) | |
| release or must be worked in | | | |
| next scheduled release] | | | |

Priority:

| (provide priority from 'feature priority' list - number | 1 |
|---|---|
| preliminary assigned by SME) | |

| | (D) CO at a state of the state |
|--------------------------|---|
| HEVISION NO.: | i (b. C. etc this will require new signatures) |
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| | |
| Posena for Povinina: | |
| INCODULI IVI INCYIDIUII. | |

General:

| (General Information - nothing is to be typed here, this is for information only about the functional spec process.) | The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided. All features that are > 40 hours/1 business area require a structured. |
|--|---|
| | inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'. |
| | The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. |
| | 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants: |
| | 5: Continue numbering scheme in your text input under each table to provide |

traceability for matrixes.

1. Abstract:

(brief description of change/addition)
- This should pretty closely match
the abstract in CMVC.

1.1 Create extract file from dlc material tracking report to bufit to 90.11.244.172/bto/sys/lec3/ospcm

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why) 2.1 Extract files need for SSI business process server to load data into LEC3 database

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

3.1 Extract fields from DLC material Tracking report and bufit to ip address nightly. Email verification that process did or did not run to Paul.W.White@bridge.bellsouth.com

4. Change/Addition(s):

| 4. Change/Addition(s): | |
|--------------------------|--|
| (detailed description of | 4.1 Run DLC Material Tracking Report Nightly and Extract: |
| change/addition) | 4.2 Wire, Center char17 |
| | 4.3 Design,Engineer char 35 |
| | 4.4 Job,Number char16 |
| | 4.5 Prt char6 |
| | 4.6 Step char9 |
| | 4.7 Work,id char12 |
| | 4.8 GLC char16 |
| | 4.9 FRC char14 |
| | 4.10 Work,action char16 |
| | 4.11 Stat char6 |
| | 4.12 Substep,Stat Date char20 |
| | 4.13 Material,Desc char30 |
| | 4.14 Order, Quantity char21 |
| | 4.15 Mtl,Stat char12 |
| | 4.16 Mtl, Stat date char16 |
| | 4.17 Capri PO# char15. |
| | 4.18 |
| | 4.19 Bufit file to 90.11.244.172/bto/sys/lec3/ospcm |
| | 4.20 |
| | 4.21 file should be called ospcm with an extension of the date |
| | yyyymmdd example: ospcm.19980130 |
| | 4.22 |
| | 4.23 File should contain data for all states |
| | FL,GA,SC,NC,TN,KY,LA,AL,MS |
| | 4.24 |
| | 4.25 The new DLC Tracking Report edits should be put into |
| | production before this report is run. |
| | 4.26 |
| | 4.27 The report should bufit the files MON-FRi at 10:00PM |
| | EST |
| | 4.28 |
| | |

4.29

| 5. Performance Requirements | |
|--|--|
| (list any performance requirements associated with this change) [Identify system response requirements that must be met for user acceptance] | 5.1 No deterioration in current response time. |
| 6. Dependencies: | |
| (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) | 6.1 None |
| 7. Benefits: | |
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] | 7.1 |
| 8. Affected Components: (| check) (check) |
| DECO. 1 1 11 11 11 11 11 11 11 11 11 11 11 1 | Yes No |
| RTOC Instructions HELP | |
| User Guides | |
| Testing | |
| Infra-structure | |
| Management Reports | |
| Database | |
| * * · · · · | |
| 9. Interfaces (list any legacy or new interface | 9.1 |
| systems impacted by this change) | 9.1 |
| [Make sure other interface systems are aware of and agree | |
| with any requirement change that | |
| impacts them before proceeding] | |
| 10. Work-eround: | (check) (check) Yes No |
| (is there a temporary work around?) | |
| (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10.1 |
| 11. Risks: | |
| (list factors that impact, | |
| positive/negative, not doing this | |

12. Business Rules:

3

| ير براضم مراجع | |
|--|----------------------|
| (list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business rule***) | 12. |
| 13. Documentation Changes: | |
| (list affected documents requiring change) [Documentation should prepare a checklist covering each document that must be updated for this feature] | 13.1 None |
| 14. Special Training/Impleme | ntation Requirements |
| (list any special training/implementation required for this feature: Identify what will be required to train and implement this feature to the customer, i.e., by documentation, e-mail, help, cue cards, on sight training, etc.) | 14.1 None |
| 15. Acceptance Criteria / Tes | Scenario: |
| (list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.) REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back | 15.1 |

| 17. Attachments: | | |
|--|-----------|--|
| (copies of screens, reports, etc. | 16.1 None | |
| before and after proposed change - | | |
| only identify if the customer requires | | |
| the screen or something on the | | |

to the numbering scheme used in these test scenarios]

Signatures of Agreement:

| (copies of sercens, reports, etc. | 10.1 None |
|--|-----------|
| before and after proposed change - | |
| ************************************ | |
| only identify if the customer requires | |
| | |
| the screen or something on the | |
| coroon to look a cortain way) | |
| screen to look a certain way) | |
| | |

| (add additional rows if necessary) | |
|------------------------------------|--|
| BAE: | |
| Lead Analyst: | |

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Functional Spec. # 7349A

| BAE Start Date: | 11/19/1997 | BAE Name | Larry Edgar |
|---|-------------|--------------------------------|-------------------|
| BAE Comp. Date: | 12/12/1997 | BAE Tele. | No.: 205-977-73 |
| BAE Hours: | 20 | LA Assign | red: |
| 010/0.0 · · · · | J | | |
| MVC Component I | vame: cnan | ge_mgmt | |
| Associated Defect/F | eature No : | N/A | |
| | | | |
| Target Release: | | Target Release Da | te: |
| (give target release this no | | (give target release date | e for 1/1/1998 |
| to be in) [Only identify if is required for an emerg | | this enhancement, if required) | |
| release or must be work | ed in | | |
| next scheduled release] | | | |
| Priority: | | | |
| (provide priority from 'feat | ure | | |
| priority' list - number | | | |
| preliminary assigned by S | ME) | | |
| Revision No.: | | (B, C, etc this will require | e new signatures) |
| Reason for Revision | | | |

| General: (General Information - nothing | The purpose of this document is to provide the customer's view of the |
|---|--|
| is to be typed here, this is for information only about the functional spec process.) | functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided. |
| | 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'. |
| | 3 The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. |
| | 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants. |
| | 5 Continue numbering scheme in your text input under each table to provide traceability for matrixes. |

1. Abstract:

(brief description of change/addition)

- This should pretty closely match
the abstract in CMVC.

1.1 Prepare/provide a search program to find all occurences of the T, D, and F prefix FRCs in Florida CMCs for open EWOs. Then make global change to change the prefixes from T,D, F to be '8'. Verify that FRCs from CORTS valid.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why)

2.1 Florida uses the T, D, and F prefixed FRCs for fiber per the state PSC but this will change effective 1/1/98 so all substeps on open EWOs need to be found and changed per CCRs # 287, 288 and 292.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

3.1 Provide a program to find each occurrence of the T, D and F prefixed FRCs in Florida CMCs and then make "global" changes to change the prefix to the number "8" for each cable substep and remove the TDF if circuit equipment.

4. Change/Addition(s):

| (detailed description of | 4.1 Find each T, D, and F prefix FRC in Florida EWOs. | |
|--------------------------|---|--|
| change/addition) | VI | |
| Change/addition) | Change each occurrence by removing the letter prefix | |
| | and/or substitute with an eight (8) as example | |
| | D/F/T 12 C/X/M will be 812C/X/M | |
| | D/F/T 22C/X/M will be 822C/X/M | |
| | D/F/T 5C/X/M will be 85C/X/M | |
| | D/F/T 45C/X/M will be 845C/X/M | |
| | D/F/T 6C/X/M will be 86C/X/M | |
| | D/F/T 52C/X/M will be 852C/X/M | |
| | D/F/T 257C/X/M will be 257C/X/M | |
| | D/F 958C/X/M will be 958C/X/M | |
| | | |
| | | |

5. Performance Requirements:

| ************* | *************************************** | *********** | 000000.000000000 | **** |
|---|---|-------------|------------------|---------|
| (list any | / norforr | nanca r | oguiror | nante |
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| associa | itea with | this ch | ande): | |
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| require | | | at ha . | |
| i equit | :IIII & III & : | unacinic | izi ne i | Her |
| | | | | |
| for use | er accep | tancel | | |
| | | | | |

5.1 None since this should be done at night or weekend times

6. Dependencies:

(list any defects or features that this enhancement is dependent on or that will be dependent on this feature)

6.1 None

7. Benefits:

(provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can

7.1 Avoid each CMC having to do manual and separate searches and manual changes.

| securing budget approval] | |
|--|--|
| | check) (check) Yes No X X X X X X X X X X X X X |
| 9. Interfaces (list any legacy or new interface systems impacted by this change) [Make sure other interface systems are aware of and agree with any requirement change that impacts them before proceeding] | 9.1 None |
| 10. Work-around: (is there a temporary work around?) (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | (check) (check) Yes No X 10.1 Each CMC in Florida will be required to search and find all occurences of open T, D, and F prefix FRCs. Then, each such substep will require a manual change. Note that this must |
| | be done in a very short time frame since old codes are valid until 12/31/1997. |
| 11. Risks: | |
| (list factors that impact, positive/negative, not doing this change) | 11.1 Probable errors in changes and reporting of FRCs. Much manual work to accomplish task. |
| 12. Business Rules: | |
| (list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business rule***) | 12.1 Refer to CCRs # 287, 288 and 292 which specify the change. This does not change what we do but does change the FRCs that are valid. |
| 13. Documentation Changes: | |
| (list affected documents requiring change) [Documentation should prepare a checklist covering each document that must be updated for this feature] | 13.1 Verify that user guides and help do not contain reference to FRCs such as Tnnx. |

14. Special Training/Implementation Requirements:

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| (list any special | |
|--------------------------------------|--|
| training/implementation required for | |
| this feature. Identify what will be | |
| required to train and implement this | |
| feature to the customer, i.e., by | |
| documentation, e-mail, help, cue | |
| cards on sight training etc.) | |

بيده والأليميدي

14.1 Notify Florida users in advance that this feature is pending so they do not make effort to do. Consider using a broadcast message on the system.

15. Acceptance Criteria / Test Scenario:

| (list test scenarios required to test |
|---------------------------------------|
| change prior to user acceptance, |
| this can be updated after the |
| detailed design is completed.) |
| REQUIRED [Tester should |
| prepare checklist based on these |
| test scenarios for documentation |
| on results of tests. These should |
| be in matrix form identified back |
| to the numbering scheme used in |
| these test scenarios] |

15.1 Perform JE data creation to verify changed FRCs are OK. Open an EWO that had prefix of T, D, and F to ascertain change.

2:21 PM

17. Attachments:

| (copies of | screens, rep | orts, etc. |
|-------------|----------------|---------------|
| before and | l after propo | sed change - |
| only identi | fy if the cust | omer requires |
| the screen | or somethin | ng on the |
| | look a certaii | |

16.1 None

Signatures of Agreement:

| (aug augmunan ows intecessary) | |
|--------------------------------|-------------|
| BAE: | L. A. Edgar |
| Lead Analyst: | |

Functional Spec. # 7916c

| BAE Start Date: | 04/07/1998 | BAE Name: | Mark Seal |
|-----------------|------------|----------------|--------------|
| BAE Comp. Date: | 06/19/1998 | BAE Tele. No.: | 205-977-3618 |
| BAE Hours: | 10 | LA Assigned: | |

CMVC Component Name: Billing and Reporting

Associated Defect/Feature No.:

| Target Release: | | Target Release Date: | |
|---|------|-------------------------------|--|
| (give target release this needs | 2.15 | (give target release date for | |
| to be in) [Only identify if this | | this enhancement, if | |
| is required for an emergency release or must be worked in | | required) | |
| next scheduled release] | | | |

Priority:

| (provide priority from feature | 19 |
|--------------------------------|----|
| priority' list - number | |
| preliminary assigned by SME) | |

Revision No.: Reason for Revision:

(B, C, etc. - this will require new signatures)

- B. The contract material correction screen in Billing and Reporting must have more changes. The correction process behind the Bulk reporting screen must recognize disbursed and non-disbursed material.
- C.. The contract material requires more information than is presently contained on the Bulk screens. It has been decided to use the material corrections screen in Billing and Reporting. This revision addresses the changes to that screen in order to make material corrections on contractor completed substeps.

General:

(General Information - nothing is to be typed here, this is for information only about the functional spec process.)

- The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided.
- 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'.
- The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature.

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| 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | ١. | |
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| | р | ar | tici | pai | nts | • | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

 Continue numbering scheme in your text input under each table to provide traceability for matrixes.

1. Abstract:

| 600.000.000.000.000.000.000.000.000.000 | |
|---|--|
| (brief description of change/addition) - This should pretty closely match | , |
| | contractor substeps in Billing and Reporting. |
| the abstract in GMVC. | 1.2 Do not allow material to be disbursed when errors are |
| | returned from the material edit process. |
| | 1.3 Material error messages from the material edit process are |
| | not clear enough for the user to know how to make |
| | corrections. |

2. Current Problem:

| (brief description of what system | 2.1Cannot correct or change any materials reporting on a |
|-----------------------------------|--|
| currently does, what needs to be | contractor substep. |
| changed, and why) | 2.2 All material is being disbursed when the substep is |
| | completed even if errors are returned from the material |
| | management process. |
| | 2.3 Material error messages from the material edit process are |
| | not clear enough for the user to know how to make |
| | corrections. |

3. Proposed Solution:

| (brief description of what the system | 3.1Allow a telco user to change material on a contractor |
|--|---|
| will or should do and any general constraints or conditions that limit | substep on the material corrections screen in Billing and |
| the solution) | Reporting module. |
| - | 3.2 Do not disburse material to FP on contract substeps when |
| | an error is generated in the material management process. |
| | Create material usage records and reversals the same way |
| | workstation handles material. |
| | 3.3 Where possible change the error messages being provided |
| | from the material edit process to provide more information so |
| | users can understand the problems and make corrections. |

4 Channe/Addition(s):

| 4. Change/Addition(s): | |
|--------------------------|---|
| (detailed description of | 4.1 Changes |
| change/addition) | Change the system so that when a contractor substep is completed in Billing and Reporting that the system will generate a material usage record. Change the logic so that when a contractor substep is completed that the system does not automatically set the opeds indicator to "Y". This indicator should be set only if no error is returned from the material management |

2

| | process. If a negative return code is generated in the |
|--|--|
| | material management process then the error should be |
| | displayed on the "Error Correction" screen in Billing and |
| | reporting. |
| | , • |
| | Change the material corrections screen in Billing and |
| | Reporting so that a user can access any contractor |
| | completed substep's material information that is in error. |
| | Allow the user to edit the material information and save. If |
| | the material correction passes the material edit process |
| | then set the opeds indicator to "Y". |
| | The user should be able to change the same fields that are |
| | currently being edited in workstation. |
| | , , , |
| | Allow the user to enter a job name and access material for |
| | editing purposes on jobs that do not have a material |
| | management processing error. |
| | After the user makes changes the system will check the |
| | material management process for negative return codes. If |
| | no errors are found then the system will create a reversal |
| | usage record and a new material usage record to go to FP. |
| | douge recert and a rien material douge recert to go to |
| | |
| 5. Performance Requirement | <u> </u> |
| (list any performance requirements associated with this change) | 5.1 These changes should not affect the performance of the |
| [Identify system response | Billing and Reporting process at all. |
| | |
| | |
| requirements that must be met | |
| | |
| requirements that must be met for user acceptance] | |
| requirements that must be met for user acceptance] 6. Dependencies: | 6 1NONE |
| for user acceptance] 6. Dependencies: (list any defects or features that this | 6.1NONE |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or | 6.1NONE |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this | 6.1NONE |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or | 6.1NONE |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) | 6.1NONE |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: | |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced | 7.1Telco users will be able to correct material reporting errors |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: | 7.1Telco users will be able to correct material reporting errors for contract substeps. |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced headcount, time savings, etc. for | 7.1Telco users will be able to correct material reporting errors for contract substeps. 7.2 This will also stop material from being disbursed to FP |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required] | 7.1Telco users will be able to correct material reporting errors for contract substeps. |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can | 7.1Telco users will be able to correct material reporting errors for contract substeps. 7.2 This will also stop material from being disbursed to FP |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for | 7.1Telco users will be able to correct material reporting errors for contract substeps. 7.2 This will also stop material from being disbursed to FP |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] | 7.1Telco users will be able to correct material reporting errors for contract substeps. 7.2 This will also stop material from being disbursed to FP when errors occur in the material management process. |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] | 7.1Telco users will be able to correct material reporting errors for contract substeps. 7.2 This will also stop material from being disbursed to FP when errors occur in the material management process. |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] 8. Affected Components: | 7.1Telco users will be able to correct material reporting errors for contract substeps. 7.2 This will also stop material from being disbursed to FP when errors occur in the material management process. (check) (check) Yes No |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] 8. Affected Components: RTOC Instructions | 7.1Telco users will be able to correct material reporting errors for contract substeps. 7.2 This will also stop material from being disbursed to FP when errors occur in the material management process. (check) (check) (check) Yes No |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] 8. Affected Components: RTOC Instructions HELP | 7.1Telco users will be able to correct material reporting errors for contract substeps. 7.2 This will also stop material from being disbursed to FP when errors occur in the material management process. Check) (check) Yes No \[\times \ti |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] 8. Affected Components: RTOC Instructions HELP User Guides | 7.1Telco users will be able to correct material reporting errors for contract substeps. 7.2 This will also stop material from being disbursed to FP when errors occur in the material management process. Check) (check) Yes No \[\triangle \tria |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] 8. Affected Components: RTOC Instructions HELP | 7.1Telco users will be able to correct material reporting errors for contract substeps. 7.2 This will also stop material from being disbursed to FP when errors occur in the material management process. Check) (check) Yes No \[\times \ti |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] 8. Affected Components: RTOC Instructions HELP User Guides | 7.1Telco users will be able to correct material reporting errors for contract substeps. 7.2 This will also stop material from being disbursed to FP when errors occur in the material management process. Check) (check) Yes No \[\triangle \tria |
| for user acceptance] 6. Dependencies: (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] 8. Affected Components: RTOC Instructions HELP User Guides Testing | 7.1Telco users will be able to correct material reporting errors for contract substeps. 7.2 This will also stop material from being disbursed to FP when errors occur in the material management process. Check) (check) Yes No \[\triangle \tria |

9. Interfaces

(list any legacy or new interface systems impacted by this change)
[Make sure other interface systems are aware of and agree with any requirement change that impacts them before proceeding]

9.1 OSPCM Financial Process interface will send corrected material reporting information on contract substeps as well as telco substeps. This process should not be affected by the changes in this specification.

| 10. Work-around: | (check) (check) Yes No |
|--|---|
| (is there a temporary work around?) | |
| (describe work around in detail) | 10.1 Currently there is no way to correct material errors |
| [Also identify this in the OSPCM 'known problem' document] | generated in OPSCM or FP for completed contract substeps. |

11. Risks:

| (list fact | tors tha | it impa | ct, |
|------------|----------|---------|--------------|
| positive | /negati | ve, no | t doing this |
| change |) | | |

11.1 If this change is not made then there is no way in OSPCM to correct material reporting errors generated in OPSCM or FP for contract completed substeps.

12. Business Rules:

(list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business rule***)

12.1

- Do not allow any user or the system to uncomplete a contractor substep.
- Any change in material on a completed contract substep will not uncomplete the substep
- Do not change or delete an invoice or CIBE if one exists for a completed contract substep.
- When an invoice is created for a completed contract substep that has had the material changed, then the invoice will continue to be based on the cwi and cwi quantity.
- This process will <u>NOT</u> change the substep flag from C (contract) to T(telc0).

13. Documentation Changes:

(list affected documents requiring change) [Documentation should prepare a checklist covering each document that must be updated for this feature]

- 13.1Billing and Reporting user guides and help
- 13.1 Create or update any job aid on material corrections.

14. Special Training/Implementation Requirements:

(list any special training/implementation required for this feature. Identify what will be required to train and implement this feature to the customer, i.e., by

14.1 Some training may be required for the material correction screen's new functionality.

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15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

15.1 Billing and Reporting:

- Complete a contract substep in Billing and Reporting that has no errors from the material process. Check the Opeds Ind. And it should be set to "Y".
- Verify that the material information is sent to FP.
- Repeat this process where an invoice and/or CIBE is generated and verify that the material flows to FP in the same manner as above.

15.2 Billing and Reporting

- Complete a contract substep in Billing and Reporting that has errors returned from the material process. Check the Opeds Ind. and it should be set to "N".
- Check the material correction screen in Billing and Reporting and an error should be displayed.
- Verify that all fields can be edited and make the necessary corrections.
- Check the Opeds Ind. And it should be set to "Y".
- Verify that the material information is sent to FP.
 15.3
- Complete a contract substep in Billing and Reporting that has errors returned from the material process. Check the Opeds Ind. and it should be set to "N".
- Check the material correction screen in Billing and Reporting and an error should be displayed.
- Verify that all fields can be edited and make corrections that will generate another error.
- Verify that the system will not save this until the error is corrected.
- Check the Opeds Ind. And it should be set to "N".
- Make the correction and verify that the opeds ind. Is set to "Y" and the material is disbursed to FP.

15.4

- Access the material correction screen in Billing and Reporting and enter a job name, print, and step.
- Verify that changes can be made to existing material information even though there is no error.
- Verify that a reversal usage is created and a new material usage record is created and sent to FP.

5

17. Attachments:

(copies of screens, reports, etc.) before and after proposed change only identify if the customer requires the screen or something on the **16.1NONE**

| P (4 , , ,) | | |
|------------------------------------|--------------|------|
| screen to look a certain way) | | |
| | | |
| Signatures of Agreement: | | |
| | | |
| (add additional rows if necessary) | | |
| BAE: | - | |
| | | |

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Functional Spec. #

7900a

 BAE Start Date:
 04/08/1998
 BAE Name:
 Mark Seal

 BAE Comp. Date:
 04/08/1998
 BAE Tele. No.:
 205-977-3618

 BAE Hours:
 3
 LA Assigned:

CMVC Component Name: Workstation

Associated Defect/Feature No.: | 7944

Target Release:

(give target release this needs to be in) [Only identify if this is required for an emergency release or must be worked in next scheduled release]

Target Release Date:

(give target release date for this enhancement; if required)

Priority:

| (provide priority from 'feature priority' list - number | 18 |
|---|----|
| preliminary assigned by SME) | |

Revision No.: (B, C, etc. - this will require new signatures)

Reason for Revision:

General:

(General Information - nothing is to be typed here, this is for information only about the functional spec process.)

- The purpose of this document is to provide the customer's view of the
 <u>functionality</u> that needs to be changed or added to the existing OSPCM
 product. It is not the detail design requirements. It should concentrate on
 the 'what' that is needed and not on the 'how' it is provided.
- 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'
- The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature.
- 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants.
- Continue numbering scheme in your text input under each table to provide traceability for matrixes.

1. Abstract:

(brief description of change/addition)
- This should pretty closely match
the abstract in CMVC.

- 1.1 Allow more users to access work reports and work report errors generated by MTR.
- 1.2 Allow core staff users the ability to create work reports.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why)

- 2.1 Currently, Core Staff, level 59 managers, craft and their supervisors can view errors and access existing work reports. This is limited for the supervisor to only those reports for employees assigned to him.
- 2.2 Currently, only the craft and their supervisors can create work reports.

3. Proposed Salution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

- 3.1 Change the workstation module to allow clerical users to have access to workstation and view MTR errors, MTR profiles and correct existing work reports.
- 3.2 Change the workstation module so that core staff users will have the ability to create new work reports. NOTE: Level 59 manager access will not change due to this feature.

4. Change/Addition(s):

(detailed description of change/addition)

- 4.1 Any user that is identified in the employee editor as non-management and has a work type of "Clerical" will have access to workstation and will be allowed to open the MTR error screen, the MTR profile screen and existing work reports for all employees in the CMC. For a clerical user disable all other tool bar buttons and "File" options. Currently if a user has access to the MTR error screen then he/she can open existing work reports by double clicking on the error and there should be no change in that functionality.
- 4.2 Change the system so that any user with a 231 security tag (core staff user) will have the ability to create work reports. There will be no change for level 59 managers.

5. Performance Requirements:

(list any performance requirements associated with this change) [Identify system response requirements that must be met for user acceptance]

5.1 The changes identified in this functional specification should not affect system performance.

6. Dependencies:

(list any defects or features that this enhancement is dependent on or that will be dependent on this feature)

6.1 Defect 7944 must be worked with this feature.

| 7. Benefits: | |
|--|--|
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] | 7.1 Clerical users need access to all errors and existing work reports. Clerical user need access to the MTR profile for all employees in the CMC. 7.2 Core staff users need to be able to create work reports for testing and investigating troubles. There will be no change for level 59 management users. |
| 8. Affected Components: (| check) (check) |
| RTOC Instructions | Yes No |
| HELP | |
| User Guides | |
| Testing | |
| Infra-structure Management Reports | |
| Database | |
| | |
| 9. Interfaces | |
| (list any legacy or new interface | 9.1 NONE |
| systems impacted by this change) [Make sure other interface | |
| systems are aware of and agree | |
| with any requirement change that impacts them before proceeding] | |
| 40 14/- 1 | |
| 10. Work-around: | (check) (check) Yes No |
| (is there a temporary work around?) | |
| (describe work around in detail) | 10.1 |
| [Also identify this in the OSPCM 'known problem' document] | |
| 11. Risks: | |
| (list factors that impact, | 11.1 The only work around is to log onto the system using |
| positive/negative, not doing this change) | someone else's cuid and password which is a security |
| ondingo) | violation. |
| 12. Business Rules: | |
| (list any business rules or | 12.1. A core staff user should have access to read, create |
| constraints that should apply. If business rules are included in the | and update data. 12.2 A clerical user will not be allowed to create new work |
| changes section, identify these with asterisk in bold, ***business | reports. |
| rule***) | 12.3 A craft employee with a work type of "placing, splicing, |
| | mixed or I&M" should continue to have access to their MTR |

errors and work reports only.

feature.

12.4 A Supervisor's access should not be changed due to this

12.5 A level 59 management user's access will not change

3

13. Documentation Changes:

(list affected documents requiring change) [Documentation should prepare a checklist covering ach document that must be updated for this feature]

13.1 Workstation user guides and help.

14. Special Training/implementation Requirements:

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|---|
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| |
| |

14.1 NONE

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed:)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

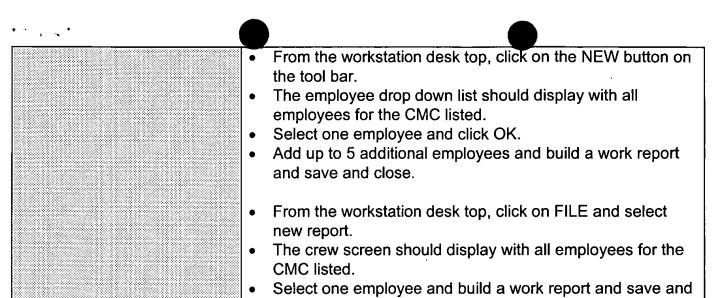
- 15.1 Level 59 Management user;
- Log in to OSPCM as a management user and access the MTR error screen. All errors for the CMC should be displayed.
- Double click on an error for an employee.
- The employee work report should open.
- Updates to the work report should be allowed along with save and save n close.

15.2 Clerical user:

- Log in to OSPCM as a clerical user and access the MTR error screen. All errors for the CMC should be displayed.
- Double click on an error for any employee.
- The employee work report should open.
- Updates to the work report should be allowed along with save and save n close.
- Access the MTR profile screen and make changes to an employee's profile.
- Verify that as a clerical user a new work report cannot be created.

15.3 Core staff user;

- Log in to OSPCM as a core staff user and access the MTR error screen. All errors for the CMC should be displayed.
- Double click on an error for an employee.
- The employee work report should open.
- Updates to the work report should be allowed along with save and save n close.
- From the workstation desk top, click on the NEW button on the tool bar.
- The employee drop down list should display with all employees for the CMC listed.
- Select one employee and build a work report and save and close.



- close.

 From the workstation desk top, click on FILE and select
- new report.
 The crew screen should display with all employees for the CMC listed.
- Select up to 6 employees and build a work report and save and close.
 - 15.3 Supervisor:
- Log in to OSPCM as a supervisor and access the MTR error screen. All errors for that supervisor should be displayed.
- Double click on an error for an employee.
- The employee work report should open.
- Updates to the work report should be allowed along with save and save n close.
- From the workstation desk top, click on the NEW button on the tool bar.
- The employee drop down list should display with all employees for the supervisor only.
- Select one employee and build a work report and save and close.
- From the workstation desk top, click on the NEW button on the tool bar.
- The employee drop down list should display with all employees for the Supervisor.
- Select one employee and click OK.
- Add up to 5 additional employees and build a work report and save and close.
- 15.4
- Verify that supervisors and craft employees access does not change with this feature.
- 15.5
- Perform regression testing on supervisor and craft functionality.

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| (copies of screens, reports, etc. | 16.1 NONE | |
|--|-----------|--|
| before and after proposed change - | | |
| only identify if the customer requires | | |
| the screen or something on the | | |
| screen to look a certain way) | | |

Signatures of Agreement: (add additional rows if necessary) BAE: Lead Analyst:

Functional Spec. # 7903A

| BAE Start Date: | May 1, 1998 | BAE Name: | Carol A. Brechtel |
|-----------------|-------------|----------------|-------------------|
| BAE Comp. Date: | May 6, 1998 | BAE Tele. No.: | 205-977-3611 |
| BAE Hours: | 1 ½ hours | LA Assigned: | Karin Olinger |

| Associated Defect/Feature No.: | | |
|--|--|--|
| Target Release: | Target Release Date: | |
| (give target release this needs to be in) [Only identify if this is required for an emergency release or must be worked in next scheduled release] | (give target release date for this enhancement, if required) | |

| Revision No.: | (B, C, etc this will require new signatures) |
|----------------------|--|
| Reason for Revision: | |

| (General Information - nothing | The purpose of this document is to provide the customer's view of the |
|---|--|
| is to be typed here, this is for information only about the functional spec process:) | functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided. |
| | 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'. |
| | The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. |
| | 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants. |
| | Continue numbering scheme in your text input under each table to provide traceability for matrixes. |

priority' list - number

preliminary assigned by SME)

1. Abstract:

| (brief d | escrip | tion c | of chan | ige/ad | dition) |
|----------|----------|--------|---------|-----------|---------|
| - This s | | | | | |
| | | | | 71 Y 1116 | ILUII |
| the abs | stract i | n CM | VC. | | |

1.1 Add the age of the material to the "Inventory Scan Summary" crystal report in Materials Management.

2. Current Problem:

| (brief de | escripti | on of v | vhat sv | stem |
|-----------|----------|---------|---------|-------|
| currentl | | | | |
| | | | iiecus | io de |
| change | d, and | wny) | | |

2.1 Today the 'Inventory Scan Summary" report displays/prints the MIC, material description, serial number, reel type, quantity, bin loc, inventory site, phy. loc., job number, res id and status of all material items displayed on the report.. Today the field user must display/print the "Inventory Scan Details" report to know the age of the material, this is a two line report and contains much more information then the Summary Report. Also the detail report is usually three times the size of the summary report when printed.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

3.1 Enhance the "Inventory Scan Summary" crystal report - add one additional column to display/print the AGE of the material.

4. Change/Addition(s):

| | | | | | | | | | | | | | | | O | | |
|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|---|--|--|
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| | | | | | | | | | | | | | | | | | |

- 4.1 Add one column to display the Age of material on the "inventory Scan Summary" crystal report in Materials Management. The column can be added after the status column.
- 4.2 The age of the material is the number of days since the material was added into inventory (see calculation used on the Inventory Scan Details report)

5. Performance Requirements:

| | | | rements |
|-----------------|------|---|---------|
| associa | | 000000000000000000000000000000000000000 | |
| [Identif | | | |
| require for use | | | e met |

5.1 There should be no noticeable affect on performance.

6. Dependencies:

| (list any | defec | ts or t | feature | es tha | at this |
|-----------|-------|---------|----------|--------|---------|
| enhanc | | | | | |
| that will | | | | | |
| | | penae | 5111 011 | uno | |
| feature) | | | | | |

6.1 None

7. Benefits:

(provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval]

7.1 Give the user the capability of pulling a report that will give them all the information they need to determine what material should be used first in the yard. This will help them control the cost of doing business.

| 8. Affected Components: (| check) (check) |
|---|--|
| | Yes No |
| RTOC Instructions | □ x |
| HELP | X |
| User Guides | X |
| Testing | x \square |
| Infra-structure | x |
| Management Reports | x |
| Database | x |
| 9. Interfaces | |
| (list any legacy or new interface | 9.1 None |
| systems impacted by this change) | |
| [Make sure other interface | |
| systems are aware of and agree with any requirement change that | |
| impacts them before proceeding] | |
| | |
| 10. Work-around: | (check) (check) |
| | Yes No |
| (is there a temporary work around?) | X |
| (describe work around in detail) | 10.1 Pull the Inventory Scan Details report |
| [Also identify this in the OSPCM 'known problem' document] | · |
| | |
| 11. Risks: | |
| (list factors that impact, | 11.1 This change would make the crystal reports available in |
| positive/negative, not doing this | Material Management more user friendly. This will help the |
| change) | construction supervisor to track and use the surplus and |
| | unassigned material in the yards. |
| 12. Business Rules: | |
| (list any business rules or | 12.1 None |
| constraints that should apply. If | 12.1 140110 |
| business rules are included in the | |
| changes section, identify these with | |
| asterisk in bold, ***business rule***) | |
| [C-T-T-T] | |
| 13. Documentation Changes: | |
| (list affected documents requiring | 13.1 Functional Decomps |
| change) [Documentation should | 13.2 Test Scenarios |
| prepare a checklist covering each document that must be updated | 13.3 Material Management Business Solution |
| for this feature] | |
| | |

14. Special Training/Implementation Requirements:

(list any special training/implementation required for this feature. Identify what will be required to train and implement this feature to the customer, i.e., by documentation, e-mail, help, cue cards, on sight training, etc.)

14.

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

- 14.1 Log on to OSPCM
- 14.2 Display the Inventory Scan Search Criteria window
- 14.3 Run a Inventory Scan
- 14.4 After the result of the scan are displayed (Inventory Scan Results window) select print
- 14.5 Select print "Inventory Scan Summary"
- 14.6 Verify that the age for each material item listed on the report is populated

17. Attachments:

| | of screen | | | |
|----------|--------------|-----------|-------------|--|
| before a | and after p | proposed | change - | |
| only ide | ntify if the | custome | er requires | |
| the scre | en or son | nething c | n the | |
| screen t | o look a d | certain w | ay) | |

16.1 None

Signatures of Agreement: (add additional rows if necessary)

| BAE: | (on file) 5/11/98 |
|---------------|--------------------|
| Lead Analyst: | (on file) 5/11/98 |

Functional Spec. # 7915A

| BAE Start Date: | 05-08-1998 | BAE Name: | Mark Seal |
|-----------------|------------|----------------|--------------|
| BAE Comp. Date: | 05_08_1008 | BAE Tele. No.: | 205-977-3618 |
| BAE Hours: | 3 | LA Assigned: | |

CMVC Component Name: Workstation

Associated Defect/Feature No.:

| Target Release: | | Target Release Date: |
|--|------|--|
| (give target release this needs to be in) [Only identify if this is required for an emergency release or must be worked in next scheduled release] | 2.15 | (give target release date for this enhancement, if required) |

Priority:

| (provide priority from 'feature High priority' list - number preliminary assigned by SME) |
|---|
|---|

| | /D 0 |
|----------------------|--|
| Revision No.: | (B, C, etc this will require new signatures) |
| | |
| Reason for Revision: | 1 |

General:

| (General Information - nothing | 1. The purpose of this document is to provide the customer's view of the |
|----------------------------------|---|
| is to be typed here, this is for | functionality that needs to be changed or added to the existing OSPCM |
| information only about the | product. It is not the detail design requirements. It should concentrate on |
| functional spec process.) | the 'what' that is needed and not on the 'how' it is provided. |
| 4 | 2. All features that are > 40 hours/1 business area require a structured |
| | inspection walk through process (currently using FAGAN). This is to be |
| | scheduled by the responsible SME for this feature with the testing team |
| | lead, documentation team lead and the IT development Managers. The IT |
| | develop managers will assign the appropriate representatives to attend the |
| | meeting. These inspections are not to inspect the author, they are to be |

The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature.

used to understand the functionality required for development of the 'Detail

- 4 Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants.
- Continue numbering scheme in your text input under each table to provide traceability for matrixes.

Design Document'.

1. Abstract:

(brief description of change/addition)

- This should pretty closely match
the abstract in CMVC.

1.1 Change the system so that the Bulk reporting screen in workstation will open faster when a CMC is selected and job information is retrieved.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why) 2.1 Currently the system takes a very long time to open the Bulk reporting screen when a CMC is selected and job information is retrieved. This is because the system retrieves from the data base all jobs, prints and steps when a CMC is selected. Then when retrieving substep information and associated material information it takes too long to populate the substep grid..

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

- 3.1 Change the system so that when selecting a CMC on the Bulk screen the system only retrieves and displays the job information faster.
- 3.2 When the user selects a job, the system should retrieve and display the associated prints and steps.
- 3.3 When the user selects a step the system should retrieve and display in the substep grid the substeps and associated material information faster.

4. Change/Addition(s):

(detailed description of change/addition)

- 4.1 Change the system and/or contracts so that when selecting a CMC on the Bulk screen the system only retrieves and displays the job information faster.
- 4.2 Change the system and/or contracts so that when the user selects a job, the system will retrieve and display the associated prints and steps.
- 4.3 Change the system and/or contracts so that when the user selects a step the system will retrieve and display in the substep grid the substeps and associated material information faster.

5. Performance Requirements:

(list any performance requirements associated with this change)
[Identify system response requirements that must be met for user acceptance]

5.1 There should be a great performance improvement when accessing information on the Bulk reporting screen due to this feature.

6. Dependencies:

(list any defects or features that this enhancement is dependent on or that will be dependent on this feature)

6.1 NONE

| 7. Benefits: | |
|--|---|
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] | 7.1 This change will improve the performance of the Bulk reporting screens in the workstation module. |
| | |
| RTOC Instructions HELP User Guides Testing Infra-structure Management Reports Database | Check |
| 9. Interfaces | |
| (list any legacy or new interface systems impacted by this change) [Make sure other interface systems are aware of and agree with any requirement change that impacts them before proceeding] | 9.1 NONE |
| | |
| 10. Work-around: | (check) (check) Yes Na |
| (is there a temporary work around?) | |
| (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10.1 The only work around today is to sit and wait for the system to retrieve all of the data. |
| | |
| 11. Risks: (list factors that impact, positive/negative, not doing this change) | 11.1 Continued complaints from the users about poor system performance. |
| 12. Business Rules: | |
| (list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business rule****) | 12.1 Current Business rules should apply. |
| 13. Documentation Changes: | |
| (list affected documents requiring | 13.1 NONE |
| change) [Documentation should prepare a checklist covering each | |

| document that must be updated | |
|-------------------------------|------|
| | |
| for this feature] | |

14. Special Training/Implementation Requirements:

| (list any special | 14.1 NONE |
|--------------------------------------|-----------|
| training/implementation required for | |
| this feature. Identify what will be | |
| required to train and implement this | |
| feature to the customer, i.e., by | |
| documentation, e-mail, help, cue | |
| cards, on sight training, etc.) | |

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.) REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios

- 15.1 Verify that when selecting a CMC on the Bulk reporting screens the contracts only retrieve the Job name.
- 15.2 Verify that all open and price firmed job names are retrieved.
- 15.3 Verify that when selecting a job that the system retrieves all prints and steps for the job selected.
- 15.4 Verify that when a step is selected that the system retrieves and displays all substeps and associated material faster.
- 15.5 Verifying the increase in performance may require that some time studies be done before and after the code has been changed.

17. Attachments:

| (copies of screens, reports, etc. | 16.1 NONE |
|--|-----------|
| before and after proposed change - | |
| only identify if the customer requires | |
| the screen or something on the | |
| screen to look a certain way) | |

Signatures of Agreement:

| (800 800 NOTES TOWN IT RECESSARY) | |
|-----------------------------------|--|
| BAE: | |
| Lead Analyst: | |

Functional Spec. # 7899A

| BAE Start Date: | 05-08-1998 | BAE Name: | Mark Seal |
|-----------------|------------|----------------|--------------|
| BAE Comp. Date: | 05-08-1998 | BAE Tele. No.: | 205-977-3618 |
| BAE Hours: | 7 | LA Assigned: | |

CMVC Component Name: JE-EWO/Configuration/Scheduling

Associated Defect/Feature No.:

| Target Release: | | Target Release Date: | |
|----------------------------------|------|-------------------------------|-----|
| (give target release this needs | 2.15 | (give target release date for | |
| to be in) [Only identify if this | | this enhancement, if | |
| is required for an emergency | | required) | |
| release or must be worked in | | | |
| next scheduled release] | | | - 1 |

Priority:

| (provide priority from feature priority list - number | HIGH |
|---|------|
| preliminary assigned by SME) | |

| Revision No.: | (B, C, etc this will require new signatures) |
|----------------------|--|
| Reason for Revision: | |

General:

| General: | |
|--|--|
| (General Information - nothing is to be typed here, this is for information only about the functional spec process.) | The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided. |
| | 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'. |
| | The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. |
| | Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants. |
| | Continue numbering scheme in your text input under each table to provide traceability for matrixes. |

1. Abstract:

(brief description of change/addition) - This should pretty closely match the abstract in CMVC.

- 1.1 Change the configuration process so that each time a job is configured before the price is firmed, the system will reconfigure the entire job.
- 1.2 Change the configuration process so that when a job is reconfigured after the price has been firmed that the system will attempt to place changed and added substeps in the correct existing activity.
- 1.3 Change the configuration process so that when a substep cannot be placed in an existing activity that the system creates an activity and that activity is inserted into the existing scheduling network, if posible. If not posible, a new scheduling network will be created.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why) 2.1 Each time a job is configured after the initial configuration the system creates "NEW" activities for those additional and changed substeps. When a job is re-configured, "NEW" activities are created and they do **not** schedule.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

- 3.1 Eliminate the "N/E" activity flag in the data base. This flag identifies a NEW activity verses an EXISTING activity.
- 3.2 Change the configuration process so that when a job is reconfigured and the price is not firmed the whole job is reconfigured as if it were the first time. This means that the process will re-establish all of the activities, activity dependencies, key dates and CPM dates.
- 3.3 Change the configuration process so that when a job is reconfigured after the price has been firmed any new and/or changed substeps will be inserted into an existing activity based on work type resource group.
- 3.4 When the work type resource group of an added or changed substep does not exist on an activity within the scheduling network then the system will create a new activity.
- 3.5 When the system creates an activity it will attempt to insert the activity into the existing scheduling network based on the current business rules associated with using the scheduling sequence codes and work types. If it can't, a new scheduling network will be created for the activity.

4. Change/Addition(s):

(detailed description of change/addition)

4.1 Change the configuration process so that when a job is configured and the price has not been firmed then the configuration process will treat the job as if it has never been configured. This means that the process will

- establish all of the activities, activity dependencies, key dates, date types and CPM dates.
- 4.2 Change the configuration process so that when a job is configured and the price has already been firmed the system will recognize any new or changed substep. The system will maintain the existing scheduling network(s) and insert the new or changed substeps into existing activities based on the following business rules.
 - Do not change the network key date.
 - If the new or changed substep has the same resource group and work type as an existing activity then add the substep to the existing activity.
 - If more than one activity has the same work type and resource group assigned then insert the new or changed substep into the first activity found.
 - If there are no existing activities with the same work type and resource group then place the new or changed substep in a new activity.
 - Place the new activity in the existing scheduling network based on the current business rules associated with work type resource group and scheduling sequence codes. If multiple scheduling networks exist then try to insert the new activity in the oldest network first and then the next oldest and so on.
 - If the system can't insert the new activity into an existing network then create a new scheduling network.
 - Do not add or change key dates, date types and priorities on existing scheduling networks.
 - Once all of the new or changed substeps are inserted into an activity if there are any activities that do not have a substep then use the existing business rules to delete the activity and the scheduling network if necessary. See Defect 7987.
- 4.1 In those cases where substeps are deleted resulting in a need to delete an activity or an entire scheduling network then the existing business rules will apply. See Defect 7987.

5. Performance Requirements:

(list any performance requirements associated with this change) [Identify system response requirements that must be met for user acceptance]

- 5.1 These changes should result in slightly slower performance during the configuration process which runs in the back ground and should not affect the user.
- 5.2 These changes should result in slightly better performance

| · · | |
|---|---|
| | for the scheduling module. |
| | |
| 6. Dependencies: | |
| (list any defects or features that this | 6.1 Defect 7987 This defect corrects the problem of handling |
| enhancement is dependent on or | activities correctly when no substeps are in the activity. |
| that will be dependent on this | 6.2 Removing the N/E New or Existing flag in the data base |
| feature) | will affect management reports. |
| | 6.3 Removing the N/E New or Existing flag in the data base |
| | |
| | will affect the GUI in scheduling and workstation modules. |
| 7. Benefits: | |
| | 7.4 All astition ill asked to effect to using hear forward |
| (provide benefits in dollars, reduced headcount, time savings, etc. for | 7.1 All activities will schedule after the price has been firmed. |
| doing this work) [This is required | 7.2 Numerous hours are being spent to handle NEW |
| to identify any savings that can | activities today. |
| be attributed this feature for | 7.3 There will be no need to handle New activities or |
| securing budget approval] | scheduling networks in order to schedule work. |
| | |
| 8. Affected Components: | (check) (check) |
| | Yes No |
| RTOC Instructions | |
| HELP | |
| | |
| User Guides | |
| Testing | |
| Infra-structure | |
| Management Reports | |
| Database | \boxtimes |
| | |
| | |
| | |
| | • |
| 9. Interfaces | |
| (list any legacy or new interface | 9.1 NONE |
| systems impacted by this change) | |
| [Make sure other interface | |
| systems are aware of and agree | |
| with any requirement change that | |
| impacts them before proceeding] | |
| | |
| 10. Work-around: | (check) (check) |
| | Yes No |
| (is there a temporary work around?) | |
| (describe work around in detail) | 10.1 Currently many hours are being spent to handle the |
| [Also identify this in the OSPCM | NEW activities in order to schedule the work in these activities. |
| 'known problem' document] | This feature will eliminate NEW activities and therefore |

11. Risks:

| (list factors that impact, | 11.1 The users will continue to spend many hours handling |
|-----------------------------------|---|
| positive/negative, not doing this | the NEW activities in order to schedule all work. |

schedule all work.

12. Business Rules:

(list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business rule***)

- 12.1 Change the configuration process so that when a job is configured and the price has already been firmed the system will recognize any new or changed substep.
- 12.2 The system will maintain the existing scheduling network(s) and insert the new or changed substeps into existing activities based on the following business rules.
 - Do not change the network key date.
 - If the new or changed substep has the same resource group and work type as an existing activity then add the substep to the existing activity.
 - If more than one activity has the same work type and resource group assigned then insert the new or changed substep into the first activity found.
 - If there are no existing activities with the same work type and resource group then place the new or changed substep in a new existing activity.
 - Place the new activity in the existing scheduling network based on the current business rules associated with work type resource group and scheduling sequence codes. If multiple scheduling networks exist then try to insert the new activity in the oldest network first and then the next oldest and so on.
 - If the system can't insert the new activity into an existing network then create a new scheduling network.
 - Do not add or change key dates, date types and priorities on existing scheduling networks.
 - Once all of the new or changed substeps are inserted into an activity if there are any activities that do not have a substep then use the existing business rules to delete the activity and the scheduling network if necessary. See Defect 7987.
 - In those cases where substeps are deleted resulting in a need to delete an activity or an entire scheduling network then the existing business rules will apply.
 See Defect 7987.

13. Documentation Changes:

(list affected documents requiring change) [Documentation should prepare a checklist covering each document that must be updated for this feature]

13.1 User Guides

13.2 Help

14. Special Training/Implementation Requirements:

| (list any special |
|--------------------------------------|
| training/implementation required for |
| this feature. Identify what will be |
| required to train and implement this |
| feature to the customer, i.e., by |
| documentation, e-mail, help, cue |
| cards, on sight training, etc.) |

14.1 User guides

14.2 Help

14.3 Job aids

14.4 Release Notes

14.5 On-Site training

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

- 15.1 Encode and configure a new job so that after configuration there are at least 3 activities created with at least 6 substeps in each activity. Do not firm price the job.
- 15.2 Add several new substeps to the job and re-configure the job.
- 15.3 Verify that the whole job re-configured and no NEW activities are created.
- 15.4 Price firm the job.
- 15.5 Add several new substeps and delete at least 2 substeps and then re-configure the job.
- 15.6 Verify that no NEW activity has been created.
- 15.7 Verify that the deleted substeps are not in any activity.
- 15.8 Verify that the added substeps have been inserted into an existing activity.
- 15.9 Add a new substep that has a work type that does not exist on the job yet.
- 15.10 Re-configure the job.
- 15.11 Verify that no NEW activity has been created.
- 15.12 Verify that a new existing activity has been created and that it has been placed in the scheduling network.
- 15.13 Verify that the new activity does not affect the existing network key date, date type and priority.
- 15.14 Delete the substep added on step 15.9 and configure the job.
- 15.15 Verify that the last activity created was deleted during the last configuration.

17. Attachments:

| (copies of | screens, | reports, | etc. |
|-------------|----------|-----------|------|
| before and | | | |
| only identi | | | |
| the screen | | | |
| screen to I | ook a ce | rtain way | ') |

16.1NONE

Signatures of Agreement:

| (add additional lows if fieldssaly) | | |
|-------------------------------------|-------------------|--|
| BAE: | (on file) 5/14/98 | |
| L ad Analyst: | (on file) 5/14/98 | |

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Reason for Revision:

Functional Spec. # 7947B 04/16/1998 BAE Name: Gail W. Deaton BAE Start Date: 205-977-3615 04/23/1998 BAE Comp. Date: BAE Tele. No.: LA Assigned: BAE Hours: CMVC Component Name: Associated Defect/Feature No.: Target Release Date: Target Release: (give target release this needs (give target release date for 6/1998 2.14 to be in) [Only identify if this this enhancement, if is required for an emergency required) release or must be worked in next scheduled release] Priority: (provide priority from feature Hi priority' list - number preliminary assigned by SME) (B, C, etc. - this will require new signatures) Revision No.:

Walkthru results and change target release

| (General Information - nothing | The purpose of this document is to provide the customer's view of the |
|--|--|
| s to be typed here, this is for | functionality that needs to be changed or added to the existing OSPCM |
| nformation only about the unctional spec process.) | product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided. |
| | 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'. |
| | The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. |
| | 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants. |
| | Continue numbering scheme in your text input under each table to provide traceability for matrixes. |

1. Abstract:

(brief description of change/addition)
- This should pretty closely match
the abstract in CMVC.

1.1 Make the default for the Est. Comp. Date in job_ewo 120 days from the current date.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why)

2.1 Currently the default for the Est. Comp. Date is 30 days from today's date. Designers are not properly changing the date to a realistic date. When the job is FIRMed in Pricing and sent to BCAS the approval date is after the Est. Comp. Date. This is causing BCAS errors to be generated.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

3.1 Make the default for the Est. Comp. Date in job_ewo 120 days from the current date. This should eliminate most of the BCAS errors.

4. Change/Addition(s):

(detailed description of change/addition)

4.1 The Est. Comp. Date currently defaults to 30 days from the current date. With this feature, this date will default to the current date + 120 days. This will be the default for the creation of EWO and PWO jobs. In addition, when the user selects to clone a job, the Est. Comp. Date date will default to the current date + 120 days. The user can change the Est. Comp. Date, but it must be the current date or a future date.

5. Performance Requirements:

(list any performance requirements associated with this change) [Identify system response requirements that must be met for user acceptance]

5.1

6. Dependencies:

(list any defects or features that this enhancement is dependent on or that will be dependent on this feature)

6.1

7. Benefits:

(provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval]

7.1 Eliminates BCAS errors generated to the users. Savings in the time it takes to investigate and correct these errors.

| 4 . 4 . | |
|--|---|
| 8. Affected Components: (| check) (check) |
| DTOC 144 | Yes No |
| RTOC Instructions HELP | |
| User Guides | |
| Testing | |
| Infra-structure | |
| Management Reports | |
| Database | |
| | |
| 9. Interfaces | |
| (list any legacy or new interface systems impacted by this change) [Make sure other interface systems are aware of and agree | 9.1 |
| with any requirement change that impacts them before proceeding] | |
| 10. Work-around: | (check) (check) |
| | Yes No |
| (is there a temporary work around?) | |
| (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10.1 |
| 11. Risks: | |
| (list factors that impact, | 11.1 User acceptance and BCAS response. |
| positive/negative, not doing this change) | |
| 12. Business Rules: | |
| (list any business rules or | 12.1 |
| constraints that should apply. If business rules are included in the | |
| changes section, identify these with | |
| asterisk in bold, ***business | |
| rule***) | |
| 13. Documentation Changes: | |
| (list affected documents requiring | 13.1 On Line Help show the default for the a Est. Comp. |
| change) [Documentation should | Date is 120 days from the current date. Indicate that this date |
| prepare a checklist covering each document that must be updated | can be changed by the user. |
| for this feature] | |
| | |
| 14. Special Training/Impleme | |
| (list any special training/implementation required for | 14.1 |
| this feature. Identify what will be | |
| required to train and implement this | |
| feature to the customer, i.e., by documentation, e-mail, help, cue | |

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

- 15.1 Enter a new EWO type job in job_entry. Check to make sure the Est. Comp. Date default is 120 days from today.
- Enter a new PWO type job in job_entry. Check to make sure the Est. Comp. Date default is 120 days from today.
- Test to see if the default date of 120 days from today can be changed to the current date or a future date.
- Enter a past date in the Est. Comp. Date. Verify that a error message is generated.
- Select the refresh button, the Est. Comp. Date should be reset to the current date + 120 days
- 15.2 Clone a job. Verify that the default Est. Comp. Date is 120 days from the current date.

17. Attachments:

| | of screens | | |
|-----------|--------------|---|---|
| before a | nd after p | roposed | change - |
| only ider | itify if the | custome | r requires |
| the scree | en or som | ething or | n the |
| screen to | | • | *************************************** |

16.1

Signatures of Agreement:

(add additional rows if necessary)

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|--|--|--|--|--|---|--|--|
| | | | | | | | |

Lead Analyst:



Functional Spec. # 8101A

| BAE Start Date: 5-18-1998 | BAE Name: | wesley white |
|---------------------------|----------------|--------------|
| BAE Comp. Date: 5-18-1998 | BAE Tele. No.: | 977-7436 |
| BAE Hours: 1 | LA Assigned: | |

CMVC Component Name: mgmt_reports

Associated Defect/Feature No.: | 8101

| Target Release: | | Target Release Date: |
|--|------|--|
| (give target release this needs to be in) [Only identify if this is required for an emergency release or must be worked in next scheduled release] | 2.14 | (give target release date for this enhancement, if required) |

Priority:

| (provide priority from 'feature | |
|---------------------------------|---|
| priority' list - number | |
| priority list - number | Ì |
| preliminary assigned by SME) | ļ |

| Revision No.: | (B, C, etc this will require new signatures) | |
|----------------------|--|--|
| Reason for Revision: | | |

General:

| (G | ener | al Info | orma | atior | ۱ - n | oth | ing |
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| is | to be | type | d he | re, | this | is | for |
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- The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided.
- 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'.
- The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature.
- 4 Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants.
- Continue numbering scheme in your text input under each table to provide traceability for matrixes.

| (brief o | descrip | ion of | chang | e/additio | n) |
|----------|-----------|----------|----------|-----------|----|
| | | | | y match | |
| | stract ii | | | | |
| uic au | suaci ii | I CIVI V | U | | |

1.1 Add a new variable to indicate if the requested report should be sent directly to the printer or returned to the screen for online viewing

2. Current Problem:

| (brief de: | | |
|-------------------|--|----------|
| currently changed | | ds to be |

2.1 Currently the user only has the option of printing the report AFTER it has been returned to the screen

3. Proposed Solution:

| (brief de | escrip | tion of | what | the s | ystem |
|-----------|--------|---------|-------|-------|-------|
| will or s | hould | do ar | d any | gene | ral |
| constra | | | | | |
| the solu | | | | | |

3.1 Allow the user the choice of sending the selected report directly to the printer or viewing it online to improve performance. This requires a variable to be passed with the report request.

4. Change/Addition(s):

| Z, | 20 OCC | 200 | 20000 | 200 (000) | 0000000 | | .0000 | 149900 | • |
|----|--------|-----|--------------|-----------|---------|-----|-------|--------------|---|
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| н | ы Іа | HU | U ' 0 | 2UU | IUVI | | X | | |

4.1 when user selects a report vbfile.ftm is created. It is a comma delimited file of the variables the user has selected. Add an additional variable to vbfile.ftm. Add a checkbox to the vb screen with a title of "Send To Printer". If the user checks the checkbox populate a "y" in the variable in vbfile.ftm If the user does not check the checkbox populate a "n" in vbfile.ftm The checkbox should work the same as the other prompts on the vb screen. The checkbox should only be activated for reports where that promt is turned on, by reading the prompts from admin module. Include help file for context# 125500043 to F1 key for field "return after preview".

5. Performance Requirements:

(list any performance requirements associated with this change)
[Identify system response requirements that must be met for user acceptance]

5.1 Performance of the Management Reports application should be improved because the user won't have to wait for the report to be returned to the screen if they only want to print a copy of the report

6. Dependencies:

| (list any | defec | ts or | featur | es th | at this |
|---------------------------|--------------|-------|--------|-------|---------|
| enhanc | ement | is de | pende | nt or | ı or |
| that will | | | | | |
| 16/20/2004/2005/2005/2005 | ************ | | J U. | | |
| feature |) | | | | |

6.1 none

7. Benefits:

(provide benefits in dollars, reduced headcount; time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval]

7.1 The user won't have to wait for the report to be returned to the screen if they only want to print a copy of the report

| 8. Affected Components: | (cneck) (check) |
|---|---|
| | Yes No |
| RTOC Instructions | □ <u>x</u> |
| HELP | x 🔲 |
| User Guides | X |
| Testing Infra-structure | X U |
| Management Reports | □ x x □ |
| Database Database | _ x |
| | |
| 9. Interfaces | |
| (list any legacy or new interface | 9.1 none |
| systems impacted by this change) [Make sure other interface | |
| systems are aware of and agree | |
| with any requirement change that | |
| impacts them before proceeding] | |
| 10. Work-around: | (check) (check) |
| | Yes No |
| (is there a temporary work around?) | x |
| (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10.1 |
| 11. Risks: | |
| (list factors that impact, | 11.1 if feature is not worked poor performance of mgmt reports |
| positive/negative, not doing this change) | will continue. User will have to wait until report is formatted to |
| Grange/ | screen before choosing to print the report. |
| 12. Business Rules: | |
| (list any business rules or | 12.1 When the Send to Printer check box is activated a |
| constraints that should apply. If business rules are included in the | variable of Y should be written to the vbfile file. If the send to |
| changes section, identify these with | printer check box is not checked a N should be written to the |
| asterisk in bold, ***business | file. The Send to printer check box should only be activated if specified for the particular report being run |
| rule***) | specified for the particular report being full |
| 13. Documentation Changes | |
| (list affected documents requiring | 13.1 Management Reports, Online Help and User Guide |
| change) [Documentation should | |
| prepare a checklist covering each document that must be updated | |
| for this feature] | |
| 14. Special Training/Impleme | intation Requirements: |
| (list any special | 14.1 Release Notes |
| training/implementation required for | 17.1 Noicese Noices |
| this feature: Identify what will be | |
| required to train and implement this feature to the customer, i.e., by | |
| | 1 |

*documentation, e-mail, help, cue cards, on sight training, etc.)

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

15.1 1) verify that you can turn the check-box off and on for various reports, 2) request a report and send it directly to the printer and 3) request a report and view it on-line as is currently designed 4) verify help works for return after preview and send to printer.

17. Attachments:

| (copies | of scree | ns, repor | ts, etc | • |
|----------|---------------|-----------|---------|-------|
| before | and after | propose | d chan | ge - |
| only ide | entify if the | e custon | ner req | uires |
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16.1

Signatures of Agreement:

(add additional rows if necessary)

| BAE: | (on file) 5/28/98 | |
|---------------|--------------------|--|
| L ad Analyst: | (on file) 5/28/98 | |

BAE Functional Requirement Document

Functional Spec. # 8102B

| BAE Start Date: | 5/18/1998 | BAE Name: | wesley white |
|-----------------|-----------|----------------|--------------|
| BAE Comp. Date: | E10014000 | BAE Tele. No.: | 977-7436 |
| BAE Hours: | 3 | LA Assigned: | |

| CMVC Component Name: | pricing, job entry, management reports |
|----------------------|--|
| | |

Associated Defect/Feature No.: 8102

| Target Release: | Target Release Date: |
|---|--|
| (give target release this needs | (give target release date for this enhancement, if |
| to be in) [Only identify if this is required for an emergency | required) |
| release or must be worked in | |
| next scheduled release] | |

Priority:

| (provide priority from 'feature | |
|---------------------------------|--|
| priority' list - number | |
| preliminary assigned by SME) | |

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| | | | | | | | | |

(B, C, etc. - this will require new signatures)

add additional functionality

General:

(General Information - nothing is to be typed here, this is for information only about the functional spec process.)

- The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided.
- 2 All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'.
- The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature.
- Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants.
- Continue numbering scheme in your text input under each table to provide traceability for matrixes.

(brief description of change/addition)

- This should pretty closely match
the abstract in CMVC.

1. Capture initial approval date and original sti_time_qty to create "Encoding Audit Report". **BUFIT file to gain shar m asur ments group**.

Definitions:

- a) initial approval date the date the first time the job is firmed in ospcm
- b) original sti_time_qty amount of sti_time_qty on substep at initial approval date
- c) actual sti_time_qty the amount in the sti_time_qty field on a substep as it exists now
- d) period of batch process time period the batch process is being run for, the process needs to run at least once a month to calculate a months worth of data. For example the process might run on 1st to calculate amounts on all completed and cancelled substeps from the 1st to the 31st of the previous month. It should retain a rolling 12 months data.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why) 2.1currently the system overwrites the approval date each time the job is firmed, and the system overwrites the sti_time_qty for a substep each time a job is reconfigured and changes that affect the substep_sti quantity have been made. The users cannot determine which steps are added after the first approval and cannot tell how much change there may be in sti_time_qty from time of encoding to completion. The users need the data to create the "Encoding Audit Report". The gain share group needs a file to be bufited to them for loading into their database. The dollars spent on EXHB L001A and E001A CWIs must be tracked for use in gain share measurement.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

- 3.1 Add database fields to capture
- A) "initial approval date" of job
- B) "original sti_time_qty" for all substeps on a job at time of approval
- 3.2 Create batch process to calculate percent difference between sum of "original sti_time_qty" and sum of "actual sti_time_qty" for all substeps completed or canceled for "period of batch process". The sti fields should be summed first on all substeps within an rc_cd and wirecenter then the difference calculated.

3.3 BUFIT a copy of file that will b updated in new database table to the gain shar group.

| 4. Change/Addition(s) | |
|--------------------------|---|
| (detailed description of | 4.1 JOB ENTRY |
| change/addition) | A.) create new field to capture "original sti_time_qty" |
| | B.) When a substep is entered in job_entry the "original |
| | sti_time_qty" should be populated with 0 |
| | C.) When an existing substep is updated in job entry the |
| | process should not repopulate "original sti_time_qty" |
| | D.) The "actual sti_time_qty" field should work as it currently |
| | does |
| | E.) Add a date of deletion field to the database. Populate the |
| | field with the current date when a substep is canceled or |
| | deleted. |
| | 4.2 PRICING |
| | A.) Capture "initial approval date" of jobthis date should be |
| | captured in pricing at the time the job is firmed. The |
| | existing approval date field should not change and should |
| | continue to function as it currently does. |
| | B.) On clicking the firm button the process should check to see |
| | if "initial approval date" is populated. |
| | if "initial approval date" is not populated |
| | a.) populate the current approval_dt field and populate |
| | "initial approval date" field with the approval date |
| | b.) copy sti_time_qty on all existing substeps to "original sti_time_qty" |
| | 2. if "initial approval date" is populated |
| | a.) populate current approval date field and do not |
| | repopulate "initial approval date" |
| | b.) do not repopulate "original sti_time_qty" |
| 2.00 | 4.3 MANAGEMENT REPORTS |
| | A.) Create batch process to capture: |
| | 1. "original sti_time_qty" |
| | 2. "Actual sti_time_qty" |
| | PERCENT Difference between "original sti_time_qty" |
| | and "actual_time_qty" completed or canceled substeps |
| | during "period of batch run" |
| | 4. CMC of job of substep |
| | 5. Rc_cd of resid of substep |
| | 6. Wirecenter of substep |
| | 7. total # of complete substeps for rc_cd and wirecenter |
| | for period of batch run |
| | 8. month/year of completion for substeps for which batch |

process is being run

9. Total dollars spent on L001A Exhibit B 10. Total d llars sp nt on E001A Exhibit B

SEE ATTACHED FOR 9 and 10. B.) Data should be stored by CMC, by Wirecenter, by rc cd C.) Data should be calculate only for EWO jobs and PWO jobs where the fourth digit of the job_nbr is an 'E'. Exclude exhibit B work xc pt for calculating total dollars spent on completed EXHB subst ps with L001A and E001A CWIs during the period of the batch run. D.) Data should only contain jobs that are approved. E.) Data should contain only substeps complete, canceled, or deleted during period of batch run F.) Batch run should run at least once a month to calculate the full previous months data G.) A flat file should be bufited to the gain share group each time the process is run and contain the information that will be populated in the batch process table. Using a numbering scheme for the file so that the bufit group can determine which server and when the file was sent, such as AL271498 H.) The table should retain a rolling 12 months data. 5. Performance Requirements: (list any performance requirements 5.1 Performance should be improved because batch process associated with this change) will calculate data faster than focus. [Identify system response requirements that must be met for user acceptance) 6. Dependencies: (list any defects or features that this 6.1 none enhancement is dependent on or that will be dependent on this feature) 7. Benefits: (provide benefits in dollars, reduced 7.1 Currently some of this data cannot be calculated and headcount, time savings, etc. for requires manual effort to calculate this process will reduce doing this work) [This is required effort needed to calculate this information. to identify any savings that can be attributed this feature for securing budget approval]

| 8. Affected Components: | (check) Yes | (check) No |
|-------------------------|----------------|---------------|
| RTOC Instructions | x | П |
| HELP | x | |
| User Guides | x | |
| T sting | x | |
| Infra-structure | x | |
| Management Reports | x | |

| Database | x 🗆 |
|--|--|
| 9. Interfaces | |
| (list any legacy or new interface systems impacted by this change) [Make sure other interface systems are aware of and agree with any requirement change that impacts them before proceeding] | 9.1 none |
| 10. Work-around: | (check) (check) Yes No |
| (is there a temporary work around?) | x |
| (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10.1 |
| 11. Risks: | |
| (list factors that impact, positive/negative, not doing this change) | 11.1 improved performance and ability to calculate information not currently in system |
| 12. Business Rules: | |
| (list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business rule***) | 4.1 JOB ENTRY A.) create new field to capture "original sti_time_qty" B.) When a substep is entered in job_entry the "original sti_time_qty" should be populated with 0 C.) When an existing substep is updated in job entry the process should not repopulate "original sti_time_qty" D.) The "actual sti_time_qty" field should work as it currently does E.) Add a date of deletion field to the database. Populate the field with the current date when a substep is canceled or deleted. 4.2 PRICING A.) Capture "initial approval date" of jobthis date should be |
| | A.) Capture Initial approval date of Jobthis date should be |

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sti time qty"

captured in pricing at the time the job is firmed. The

continue to function as it currently does.

1. if "initial approval date" is not populated

if "initial approval date" is populated.

2. if "initial approval date" is populated

repopulate "initial approval date"

existing approval date field should not change and should

B.) On clicking the firm button the process should check to see

a.) populate current approval date field and do not

a.) populate the current approval_dt field and populate "initial approval date" field with the approval dateb.) copy sti_time_qty on all existing substeps to "original"

b.) do not repopulate "original sti_time_qty"

4.3 MANAGEMENT REPORTS

- A.) Create batch process to capture:
 - 1. "original sti_time_qty"
 - 2. "Actual sti_time_qty"
 - PERCENT Difference between "original sti_time_qty" and "actual_time_qty" completed or cancelled substeps during "period of batch run"
 - 4. CMC of job of substep
 - 5. Rc cd of resid of substep
 - 6. Wirecenter of substep
 - 7. total # of complete substeps for rc_cd and wirecenter for period of batch run
 - 8. month/year of completion for substeps for which batch process is being run
 - 9. Total dollars spent on L001A Exhibit B
 - 10. Total dollars spent on E001A Exhibit B SEE ATTACHED FOR 9 and 10.
- B.) Data should be stored by CMC, by Wirecenter, by rc_cd
- C.) Data should be calculate only for for EWO jobs and PWO jobs where the fourth digit of the job_nbr is an 'E'.

 Exclude exhibit B work except for calculating total dollars spent on completed EXHB substeps with L001A and E001A CWIs during the period of the batch run.
- D.) Data should only contain jobs that are approved.
- E.) Data should contain only substeps complete, canceled, or deleted during period of batch run
- F.) Batch run should run at least once a month to calculate the full previous months data
- G.) The table should retain a rolling 12 months data.

13. Documentation Changes:

(list affected documents requiring change) [Documentation should prepare a checklist covering each document that must be updated for this feature]

13.1 user guides for mgmt_reports, rtoc instructions for batch process

14. Special Training/Implementation Requirements:

(list any special training/implementation required for this feature: Identify what will be required to train and implement this feature to the customer, i.e., by documentation, e-mail, help, cue cards, on sight training, etc.)

14.1 release notes, rtoc instructions

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance,

4.1 15.1JOB ENTRY

this can be updated after the detailed design is completed:)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

- A.) create new field to capture "original sti_time_qty" field should exist in database
- B.) When a substep is entered in job_entry the "original sti_time_qty" should be populated with 0 verify "original sti_time_qty" field is defaulted to 0
- C.) When an existing substep is updated in job entry the process should not repopulate "original sti_time_qty" verify "original sti_time_qty" field is not affected by update
- D.) The "actual sti_time_qty" field should work as it currently does
 - verify "actual sti time qty" field still works properly
- E.) Date Deleted field should be populated if a substep is canceled or deleted.

4.2 PRICING

- A.) Create "initial approval date" field in database field should exist in database
- B.) Capture "initial approval date" of job--this date should be captured in pricing at the time the job is firmed. The existing approval date field should not change and should continue to function as it currently does.
 - Verify existing approval date field works as it currently does
- C.) On clicking the firm button the process should check to see if "initial approval date" is populated.
 - 1. if "initial approval date" is not populated
 - a.) populate the current approval_dt field and populate "initial approval date" field with the approval date
 - b.) copy sti_time_qty on all existing substeps to "original sti_time_qty"

verify if initial approval date is not populated that it gets populated with the approval date when the job is firmed. Verify that the original sti_time_qty field is populated with sti-time-qty when job is firmed.

- 2. if "initial approval date" is populated
 - a.) populate current approval date field and do not repopulate "initial approval date"
 - b.) do not repopulate "original sti_time_qty"

verify that if initial approval date is populated that if job is refirmed that initial approval date is not overwritten. Verify that the original sti-time_qty fields are not overwritten

- **4.3 MANAGEMENT REPORTS**
- A.) Create batch process to capture:
 - 1. "original sti time qty"
 - 2. "Actual sti time qty"
 - PERCENT Difference between "original sti_time_qty" and "actual_time_qty" completed or cancelled substeps during "period of batch run"
 - 4. CMC of job of substep

| 1 1 | 5. Rc_cd of resid of substep |
|-----|---|
| | 6. Wirecenter of substep |
| | total # of complete substeps for rc_cd for period of |
| | batch run |
| | month of completion for substeps for which batch process is being run |
| | B.) Data should be stored by CMC, by Wirecenter, by rc_cd |
| | C.) Data should be calculate only for EWO for EWO jobs and |
| | PWO jobs where the fourth digit of the job_nbr is an |
| | 'E'. Exclude exhibit B work except for calculating total |
| | dollars spent on completed EXHB substeps with L001A |
| | and E001A CWIs during the period of the batch run. |
| | D.) Data should only contain jobs that have an approval_dt |
| | E.) Data should contain only substeps complete or canceled during period of batch run |
| | Batch run should run at least once a month to calculate the full |
| | previous months data |
| | F.) A flat file should be bufited to the gain share group each time the process is run and contain the information that will be populated in the batch process table. Using a |
| | numbering scheme for the file so that the bufit group can determine which server and when the file was sent, such as AL271498 |
| | Table should store data as described above. |

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| scree | n to look | (a cer | tain wa | v) | |

16.1 none

Signatures of Agreement:

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|-------------------------------------|-------------------|
| BAE: | (on file) 7/17/98 |
| Lead Analyst: | (on file) 7/17/98 |

BAE Functional Requirement Document

Functional Spec. # 8192A

| BAE Start Date: BAE Comp. Date: | 06/15/98 06/19/98 | BAE Name: BAE Tele. No.: | Steve Kaminski 977-2646 |
|------------------------------------|----------------------|-----------------------------|----------------------------|
| BAE Hours: | 4 | LA Assigned: | |
| CMVC Component Na | me: All OSPCM ap | pplications | |
| Associated Defect/Fe | ature No NA | | |

| Target Release: | _ | Target Release Date: |
|--|------|--|
| (give target release this needs to be in) [Only identify if this is required for an emergency release or must be worked in next scheduled release] | 2.15 | (give target release date for this enhancement, if required) |

| Priority: | |
|--------------------------------|--|
| (provide priority from feature | |
| priority' list - number | |
| preliminary assigned by SME) | |

| Revision No.: | (b, C, etc this will require new signatures) |
|----------------------|--|
| Reason for Revision: | |

General:

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- The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided.
- 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'.
- The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature.
- 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants.
- Continue numbering scheme in your text input under each table to provide traceability for matrixes.

(brief description of change/addition)
- This should pretty closely match the abstract in CMVC. 1.1 This is a simple feature that adds a macro to each current HLP file within OSPCM allowing the user to access the OSPCM web site. The user would select various jump-links within a HLP file to display a job aid, OSPCM Product Bulletin, or specific document web page for an OSPCM User Guide from the OSPCM web site.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why) 2.1 The OSPCM web site is used to store most user documentation for OSPCM. This documentation consists of user guides, job aids, known workarounds and product bulletins. A user may or may not know what information is contained on this web site. As a result users are not using the web as much as they should or if they are they must access the OSPCM web site and search the associated pages for the documentation.

3. Proposed Salution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

3.1 The proposed solution provides quick access to the OSPCM web site from the online help (which is already part of an OSPCM application). Specific links can be provided that the user can select and go straight to the web site information. For example, if a user is on the Splicing Tab for the Job Entry application and accesses the online help for information, there will be a link to the web site stating "For further information about encoding underground splicing work click here to display the Job Aid information."

4. Change/Addition(s):

(detailed description of change/addition)

- 4.1 Create a new macro that contains the command script and appropriate parameters. (The macro command is the same, the only parameter change is the actual web site address such as ("http:/ospcm.bst.bls.com" or "http:/ospcm.bst.bls.com/pages/ospdocs.htm#jobaid").
- 4.2 Add one new DLL INETWH16 (provided with the RoboHelp product) to access the web site from the online help.
- 4.3 Add macro routine to the Configuration section of the project file (HPJ) within each HLP file.
- 4.4 Add a standard OSPCM web icon (to jump to the web site) to each application's contents help topic.
- 4.5 Add a "shortcut" icon for appropriate jumps to job aids, user guides, and product bulletins within each help file of an application.
- 4.6 Add key word of "web" to any jumps to the web for search capability.
- 4.7 Update How to Use OSPCM Help topic to include

| | instructions on accessing the web site form the help file. |
|---|---|
| | 4.8 Add new DLL INETWH16 to CMVC Help component. This |
| | DLL must be included in the Help directory for the OSPCM |
| | build package. |
| 5. Performance Requirements | * |
| (list any performance requirements | 5.1 There will be no impact on performance to any OSPCM |
| associated with this change) [Identify system response | applications as a result of this feature. |
| requirements that must be met | |
| for user acceptance] | |
| 6. Dependencies: | |
| (list any defects or features that this | 6.1 None |
| enhancement is dependent on or | |
| that will be dependent on this feature) | |
| | |
| 7. Benefits: | |
| (provide benefits in dollars, reduced | 7.1 Provides the user with direct access to current updated |
| headcount, time savings, etc. for | OSPCM documentation. |
| doing this work) [This is required to identify any savings that can | 7.2 Speeds up user tasks when information is readily available |
| be attributed this feature for | such as going to the Job Aid when encoding underground |
| securing budget approval] | splicing work. |
| | |
| 8. Affected Components: (| check) (check) Yes No |
| RTOC Instructions | |
| HELP | X 🗆 |
| Us r Guides | X 🗆 |
| T sting | X 🗆 |
| Infra-structure | |
| Management Reports | |
| Database | |
| | |
| 9. Interfaces | |
| (list any legacy or new interface | 9.1 Need to coordinate with the OSPCM Web Master for any |
| systems impacted by this change) | changes or additions to the current page/web structure. For |
| [Make sure other interface systems are aware of and agree | example, if there is a jump to a job aid on the Documentation |
| with any requirement change that | page and a new page was developed for only job aids, there |
| impacts them before proceeding] | could be a corrupted link from the online help. |
| | |
| 10. Work-around: | (check) (check) |
| (I- 4) 1 | Yes No |
| (is there a temporary work around?) | X |
| (describe work around in detail) [Also identify this in the OSPCM | 10.1 User would have to access the OSPCM web site from |
| 'known problem' document] | outside the OSPCM application and search for the appropriate information. |
| | IIIIUIIIIaUUII. |

11. Risks:

| (list fact | | | | | |
|------------|---|-------|-------|------|------|
| positive | | tive, | not d | oing | this |
| change |) | | | | |

11.1 A user may not know what information is contained on the OSPCM web site.

12. Business Rules:

(list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business rule***) Currently all BellSouth terminals are required to have Netscape as part of their standard load.

- 12.1 Add to the How to Use OSPCM Help topic, information about having Netscape installed in order to access the OSPCM web site.
- 12.2 Create a pop-up for the following words "OSPCM web site". This pop-up will display the following text when a user places their cursor on these words (which will be in green and underlined) "You must have Netscape installed in order to access the OSPCM web site."
- 12.3 In the event that a terminal does not have Netscape(or any other web browser) and the user selects an Internet jump/link then an error message will pop up stating that the "Routine was not found". They click OK and can continue onto their next task. This is a standard Microsoft error message for this type of occurrence.

13. Documentation Changes:

(list affected documents requiring change) [Documentation should prepare a checklist covering each document that must be updated for this feature]

- 13.1 Online help
- 13.2 Overview chapters of user guides about online help
- 13.3 System Overview Guide section about accessing the web site.

14. Special Training/Implementation Requirements:

(list any special training/implementation required for this feature. Identify what will be required to train and implement this feature to the customer, i.e., by documentation, e-mail, help, cue cards, on sight training, etc.)

- 14.1 Add statement to the main OSPCM home page introducing this new feature.
- 14.2 Add instructions to the How to Use OSPCM Help topic to include accessing the OSPCM web site.

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

For each application:

- 15.1 Access the OSPCM Guide.
 - 15.1.1 Select a application.
- 15.2 Select the Help icon from the toolbar.
 - 15.2.1 Select the OSPCM web site icon.
 - 15.3.1 View the web page contents.
 - 15.3.2 Exit web site and return to application.
- 15.3 Select the Help Contents menu item from the Help menu.
 - 15.4.1 Select Search button and type "web" as the search

word.

15.4.1.1 Select the Show Topics button

15.4.1.2 Select a web jump topic.

15.4.2 Double-click the web jump from the Help topic.

15.4.2.1 View the web page contents.

15.4.2.22 Exit the web site and return to the

application.

17. Attachments:

| (copies of screens, reports, etc. | |
|--|--|
| before and after proposed change - | |
| only identify if the customer requires | |
| the screen or something on the | |
| screen to look a certain way) | |

16.1 NA

Signatures of Agreement:

(add additional rows if necessary)

| BAE: | (on file) 6/23/98 | |
|---------------|-------------------|--|
| L ad Analyst: | (on file) 6/23/98 | |

BAE Functional Requirement Document

Functional Spec. # 7341B

| BAE Start Date: | 04/07/1998 | BAE Name: | Mark Seal |
|-----------------|------------|----------------|--------------|
| BAE Comp. Date: | 04/15/1998 | BAE Tele. No.: | 205-977-3618 |
| BAE Hours: | 4 hours | LA Assigned: | |

CMVC Component Name: Scheduling

Associated Defect/Feature No.:

| Target Release: | | Target Release Date: |
|--|------|--|
| (give target release this needs to be in) [Only identify if this is required for an emergency release or must be worked in next scheduled release] | 2.12 | (give target release date for this enhancement, if required) |

Priority:

| (provide priority from 'feature 7 |
|--|
| priority' list - number preliminary assigned by SME) |

Revision No.: Reason for Revision: (B, C, etc. - this will require new signatures)

B...Revised spec to delete the workstation changes because this functionality already exists in workstation.

General:

| General. | |
|--|--|
| (General Information - nothing is to be typed here, this is for information only about the functional spec process.) | The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided. |
| | 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'. |
| | The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. |
| | Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants. |
| | Continue numbering scheme in your text input under each table to provide traceability for matrixes. |

(brief description of change/addition)
- This should pretty closely match
the abstract in CMVC.

- 1.1 Need to add ability to create and clear roadblocks on the activity mtce screen in scheduling.
- 1.2 **NOTE:** This change will require less than 40 hours of work and therefore will not require a detail design document.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why) 2.1User cannot create or clear roadblocks from the activity mtce screen in scheduling. Screens are inconsistent.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

3.1 Allow the user to create and clear roadblocks on the activity mtce screen in scheduling. Make the roadblock screen look and work that same in both scheduling and workstation.

4. Change/Addition(s):

(detailed description of change/addition)

4.1 Scheduling module:

Currently, on the activity mtce screen, if a roadblock exists on an activity and the user selects the activity and clicks on the roadblock button on the tool bar, then the roadblock screen is displayed with the roadblock data. Change the system so that the user can create or clear roadblocks on substeps. When a user selects a substep and clicks on the roadblock button on the tool bar, then the roadblock screen is displayed with any existing roadblock data. If there is no roadblock data then the screen will display with no data. The user will have the ability to create a roadblock or clear any existing roadblocks. This functionality exists in workstation today and can be used in the scheduling module.

5. Performance Requirements:

(list any performance requirements associated with this change) [Identify system response requirements that must be met for user acceptance]

5.1 There should no change in performance due to this change.

6. Dependencies:

(list any defects or features that this enhancement is dependent on or that will be dependent on this feature) **6.1NONE**

7. Benefits:

(provide benefits in dollars, reduced headcount, time savings, etc. for

7.1 This will allow the user responsible for scheduling to

2

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create, view and clear roadblocks when in the scheduling module.

| securing budget approvar | |
|---|--|
| | check) (check) Yes No |
| RTOC Instructions | |
| HELP | |
| Us r Guides | |
| T sting | |
| Infra-structure | |
| Management Reports | |
| Database | |
| | |
| 9. Interfaces | O 4N/A |
| (list any legacy or new interface systems impacted by this change) | 9.1N/A |
| [Make sure other interface | |
| systems are aware of and agree | |
| with any requirement change that | |
| impacts them before proceeding] | |
| 10, Work-around: | (check) (check) Yes No |
| (is there a temporary work around?) | |
| (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10.1 |
| 11. Risks: | |
| (list factors that impact, | 11.1 Users responsible for scheduling are not creating |
| positive/negative, not doing this | roadblocks because it currently requires that the scheduling |
| change) | module be closed and another module opened to create |
| | roadblocks. The schedule becomes inaccurate and |
| | roadblocked work is being scheduled incorrectly. |
| 12. Business Rules: | |
| (list any business rules or | 12.1 Users should not be able to delete a roadblock. If a |
| constraints that should apply. If | roadblock is entered in error then the user should clear the |
| business rules are included in the changes section, identify these with | roadblock. |
| asterisk in bold, ***business | 12.2 When a substep is completed by the user and a |
| rule***) | roadblock exist on the substep then the system should clear |
| | the roadblock automatically. |
| | * |
| 13. Documentation Changes: | |
| (list affected documents requiring | 13.1 Scheduling user guide |
| change) [Documentation should prepare a checklist covering each | 13.2 Help for the activity mtce screen in the scheduling |
| document that must be updated | module. |
| for this feature] | |
| | |

| ia, special framing/implen | terranon vedanerier | |
|--------------------------------------|---------------------|--|
| (list any special | 14.1N/A | |
| training/implementation required for | | |
| this feature. Identify what will be | | |
| required to train and implement this | | |
| feature to the customer, i.e., by | | |
| documentation, e-mail, help, cue | | |
| cards, on sight training, etc.) | | |

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

15.1 Scheduling module

- access the activity mtce screen for a job.
- select a substep that has no existing roadblock and click the roadblock button.
- the roadblock screen should open.
- add a roadblock to the substep and click OK
- re-open the roadblock screen to verify that the new roadblock exists.
- repeat this scenario creating and clearing critical and non-critical roadblocks.
- verify that multiple roadblocks can be entered on a single substep.
- Verify that when completing a substep in workstation or Billing and Reporting that the roadblocks are automatically cleared by the system.

17. Attachments:

| (copies of screens, reports, etc. | 16.1NONE | |
|--|----------|--|
| before and after proposed change - | | |
| only identify if the customer requires | | |
| the screen or something on the | | |
| screen to look a certain way) | | |

Signatures of Agreement: (add additional rows if necessary)

| BAE: | |
|---------------|--|
| Lead Analyst: | |

BAE Functional Requirement Document

Functional Spec. # 7342a

| BAE Start Date: | 04/08/1998 | BAE Name: | Mark Seal |
|-----------------|------------|----------------|-----------|
| BAE Comp. Date: | 04/08/1998 | BAE Tele. No.: | |
| BAE Hours: | 3 | LA Assigned: | |

CMVC Component Name: Scheduling

Associated Defect/Feature No.:

| Target Release: | | Target Release Date: |
|--|------|--|
| (give target release this needs to be in) [Only identify if this | 2.15 | (give target release date for this enhancement, if |
| is required for an emergency | | required) |
| release or must be worked in next scheduled release] | | |

Priority:

| (provide priority from 'feature priority' list - number | HIGH | |
|---|------|--|
| preliminary assigned by SME) | | |

| Revision No.: | (B, C, etc this will require new signatures) |
|----------------------|--|
| Reason for Revision: | |

| General: | |
|--|--|
| (General Information - nothing is to be typed here, this is for information only about the functional spec process.) | The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided. |
| | 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'. |
| | The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. |
| | 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants. |
| | Continue numbering scheme in your text input under each table to provide traceability for matrixes. |

(brief description of change/addition)
- This should pretty closely match
the abstract in CMVC.

1.1 Allow the user to request, display and print the scheduling diagnostic report for a single job.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why)

2.1 Currently to check the scheduling diagnostic report to determine why an activity was delayed or did not schedule at all, the user must request the entire report which is for every job in the scheduling area.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

3.1 Allow the user to request, display and print the scheduling diagnostic report for a single job.

4. Change/Addition(s):

(detailed description of change/addition)

- 4.1 When the user selects the Scheduling diagnostic report from the print or print preview buttons, the system will display a dialog box. The user will have the option to select "ALL" or enter a job name in the dialog box.
- 4.2 When the user enters a job name and if the scheduling process generated data for the scheduling diagnostic report then only that job name will be on the report.
- 4.3 If the job name is not on the report then a message should be displayed that says that the job is not on the scheduling diagnostic report.
- 4.4 When the user selects "ALL" from the dialog box then the entire report will be displayed or printed appropriately.

5. Performance Requirements:

(list any performance requirements associated with this change) [Identify system response requirements that must be met for user acceptance]

5.1There should be no change in system performance due to this feature.

6. Dependencies:

(list any defects or features that this enhancement is dependent on or that will be dependent on this feature)

6.1 NONE

7. Benefits:

(provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval]

7.1 This will save the user time when investigating only one job. This will also reduce system processing time to retrieve and display the entire report.

| RTOC Instructions HELP User Guides Testing Infra-structure Management Reports Database | Check) (check) Yes No |
|---|--|
| 9. Interfaces | |
| (list any legacy or new interface systems impacted by this change) [Make sure other interface systems are aware of and agree with any requirement change that impacts them before proceeding] | 9.1 NONE |
| 10. Work-around: | (check) (check) Yes No |
| (is there a temporary work around?) (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10.1 |
| 11. Risks: | |
| (list factors that impact, positive/negative; not doing this change) | 11.1 If this change is not implemented the user will continue to spend time going through the entire report instead of only on job. |
| 12. Business Rules: | |
| (list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business rule***) | 12.1 Job number is actually job name. 12.2 Job name must have information on the report. 12.3 When the user selects "ALL" from the dialog box then the entire report will be displayed or printed appropriately. 12.4 Only job names that existed when the last schedule run took place will be on the diagnostic report. |
| 13. Documentation Changes: | |
| (list affected documents requiring change) [Documentation should prepare a checklist covering each document that must be updated for this feature] | 13.1 Scheduling user guides and help. |
| 14. Special Training/Impleme | ntation Requirements: |
| (list any special training/implementation required for this feature: Identify what will be required to train and implement this feature to the customer, i.e., by | 14.1 NONE |

3

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

15.1

- Go to the scheduling desk top.
- Click on the print report button on the tool bar.
- The report menu should display.
- Select the scheduling diagnostic report.
- A dialog box should be displayed.
- Enter a valid job name for a job that should be on the report and click OK.
- The report should print with only the information for the job name entered.

15.2

- Go to the scheduling desk top.
- Click on the print report button on the tool bar.
- The report menu should display.
- Select the scheduling diagnostic report.
- A dialog box should be displayed.
- Select "ALL" click OK
- The entire scheduling diagnostic report should print.

15.3

- Go to the scheduling desk top.
- Click on the print report button on the tool bar.
- The report menu should display.
- Select the scheduling diagnostic report.
- A dialog box should be displayed.
- Enter a valid job name for a job that should NOT be on the report.
- A message should display saying that this job number is not on the scheduling diagnostic report.

15.4

- Go to the scheduling desk top.
- Click on the print preview button on the tool bar.
- The report menu should display.
- Select the scheduling diagnostic report.
- A dialog box should be displayed.
- Enter a valid job name for a job that should be on the report and click OK.
- The report should display with only the information for the job name entered.

15.6

- Go to the scheduling desk top.
- Click on the print preview button on the tool bar.
- The report menu should display.
- Select the scheduling diagnostic report.
- A dialog box should be displayed.

| Select "ALL" and click OK |
|---|
| The entire scheduling diagnostic report should display. |
| 15.7 |
| Go to the scheduling desk top. |
| Click on the print preview button on the tool bar. |
| The report menu should display. |
| Select the scheduling diagnostic report. |
| A dialog box should be displayed. |
| Enter a valid job name for a job that should NOT be on the |
| report. |
| A message should display saying that this job is not on the |
| scheduling diagnostic report. |
| 15.8 |
| Go to job entry and change the name of a job that should |
| be on the scheduling diagnostic report and save. |
| Go to the scheduling desk top. Click on the print provious button on the tool har. |
| Click on the print preview button on the tool bar. The report menu should display. |
| I ne report menu snould display. Select the scheduling diagnostic report. |
| A dialog box should be displayed. |
| Enter the new job name for the job changed in job entry. |
| A message should display saying that this job is not on the |
| scheduling diagnostic report. |
| NOTE: Only job names that existed when the last schedule |
| run took place will be on the diagnostic report. |
| 15.9 |
| Go to the scheduling desk top. |
| Click on the print button on the tool bar. |
| The report menu should display. |
| Select the scheduling diagnostic report. |
| A dialog box should be displayed. |
| Enter the new job name for the job changed in job entry. |
| A message should display saving that this job is not on the |

- A message should display saying that this job is not on the scheduling diagnostic report.
- NOTE: Only job names that existed when the last schedule run took place will be on the diagnostic report.

5

17. Attachments:

(copies of screens, reports, etc. before and after proposed change only identify if the customer requires the screen or something on the screen to look a certain way) 16.1 NONE

Signatures of Agreement: (add additional rows if necessary)

| at a content of the c | |
|--|--------------------|
| BAE: | (on file) 5/14/98 |
| L ad Analyst: | (on file) 5/14/98 |

BAE Functional Requirement Document

Functional Spec. # 7376B

BAE Start Date: BAE Comp. Date: BAE Hours: December 8, 1997 February 24, 1998 2 1/2 HOURS BAE Name: BAE Tele. No.: LA Assigned: Carol A, Brechtel 205-977-3611

CMVC Component Name: | |

MATMGMT

Associated Defect/Feature No.:

None

Target Release:
(give target release this needs to be in) [Only identify if this

is required for an emergency release or must be worked in next scheduled release] Target Release Date:

(give target release date for this enhancement, if required)

Priority:

(provide priority from 'feature priority' list - number preliminary assigned by SME) Priority XX

Revision No.:

Reason for Revision:

7376B (B, C, etc. - this will require new signatures)

The Due Date should only default to blanks/nulls if the system generated due date I less than tomorrow or blank.

General:

(General Information - nothing is to be typed here, this is for information only about the functional spec process.)

- 1 The purpose of this document is to provide the customer's view of the <u>functionality</u> that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided.
- 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'.
- The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature.
- 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants.
- Continue numbering scheme in your text input under each table to provide traceability for matrixes.

| (brief d | escriptio | n of c | nange/ | addition) |
|----------|-------------|--------|--------|-----------|
| | | | | |
| - This s | | | | IIalCII |
| the abs | stract in (| CMVC | • | |

- 1.1 Allow the user to change the Due Date on a order on the "Generate Order for Job XXX" main window.
- 1.2 Hide/Remove the Due Date on the Order Option Tab
- 1.3 Default the Due Date field to nulls/blanks if the system generated Due Date is less than or equal to tomorrow; otherwise use the calculated date.
- 1.4 Due Date field is a required field require the user to populate the field before sending the order to OrderMaster

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why)

- 2.1 To change the Due Date on a order the user must select the Order Options Tab on the "Generate Order for Job XX" window and make the date change on the tab. The user would like the capability to change the Due Date on the main window.
- 2.2 The due date defaults to the date generated when the job was scheduled. If the date is blank the due date default to today + one day. The system should be enhanced to require the user to enter a due date if the system generated Due Date is less than or equal to tomorrow; otherwise use the calculated due date. If the system generated Due Date is greater than tomorrow populate the Due Date field with that date.
- 2.3 The due date field should be a required field before the order can be sent to OrderMaster

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

- 3.1 Require the user to enter the Due Date on the header of the "Generate Order for Job XX" window, this is a display only field now.
- 3.2 Remove the note next to the Due Date field on the main window
- 3.3 Default the Due Date to nulls/blanks if the system generated Due Date is less than or equal to tomorrow' otherwise use the calculated due date.
- 3.4 Due Date field required field before sending the order to OrderMaster.

| 4. Change/Addition(s): | |
|--|---|
| (detailed description of change/addition) | 4.1 Change the Due Date display field on the header section of the "Generate Order for Job XX" window, to a field that can be updated 4.2 Remove the note next to the Due Date field on the main window. 4.3 Remove or hide the Due Date field on the Order Option Tab. 4.4 Default the Due Date field to nulls/blanks if the system generated Due Date field is less than or equal to tomorrow; otherwise use the calculated due date. 4.5 Due Date is a required field before the Order can be sent to OrderMaster. |
| 5. Performance Requirements | |
| (list any performance requirements associated with this change) [Identify system response requirements that must be met for user acceptance] | 5.1 There should be no noticeable affect on performance. |
| 6. Dependencies: | |
| (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) | 6.1 None |
| 7. Benefits: | |
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] | 7.1 Allow the user to change the due date without going to the Order Option Tab - more user friendly. 7.2 Most users forget to select the order Option tab, therefore, the due date doesn't get changed. Order is sent as rushed when it really isn't a rush job. |
| 8. Affected Components: (| check) (check) Yes No |
| RTOC Instructions | x |
| HELP | × 🗆 |
| Us r Guides | x 🗆 |
| Testing | <u>x</u> |
| Infra-structure | x |
| Management Reports Database | □ x □ |
| 9. Interfaces (list any legacy or new interface systems impacted by this change) [Make sure other interface | 9.1 None |
| systems are aware of and agree | |

3

| impacts them before proceeding | | | |
|---|---|--|--|
| 10. Work-around: | (check) (check) Yes No | | |
| (is there a temporary work around?) | x 🗆 | | |
| (describe work around in detail) [Als identify this in the OSPCM 'known problem' document] | 10.1 The user must select the Order Options Tab & change the due date before sending the order to OrderMaster. | | |
| 11. Risks | | | |
| (list factors that impact, positive/negative, not doing this change) | 11.1 Order will be created with the wrong due date. 11.2 Creating rush orders when they really aren't rush. | | |
| 12. Business Rules: | | | |
| (list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business | 12.1 Same rules that exist today when creating a order. 12.2 The user must enter a future day (due date must be greater then today) | | |

| 13. Documentation Changes: | |
|---|--|
| (list affected documents requiring | 13.1 Functional Decomps |
| change) [Documentation should | 13.2 Test Scenarios |
| prepare a checklist covering each | 13.3 Materials Management Business Solution(s) |
| document that must be updated for this feature] | 13.4 Materials Management User Guide |
| Tor unaroutine) | 13.5 Help |

| (list any special | 14.1 None |
|--------------------------------------|-----------|
| training/implementation required for | |
| this feature. Identify what will be | |
| required to train and implement this | |
| feature to the customer, i.e., by | |
| documentation, e-mail, help, cue | |
| cards, on sight training, etc.) | |

15. Acceptance Criteria / Test Scenario: (list test scenarios required to test First Test: change prior to user acceptance, 15.1 Encode a job in Job Entry this can be updated after the 15.2 Configure, price and firm the job detailed design is completed.) 15.3 Select the job in Materials Management - "Needed REQUIRED [Tester should Requirements for Job XX" window prepare checklist based on these test scenarios for documentation 15.4 Select one or more requirement & select the Create on results of tests. These should Order Toolbar button. be in matrix form identified back 15.5 Change or enter the Order Due date on the "Generate to the numbering scheme used in Order for Job XX" main window.

| • | |
|-----------------------|--|
| these test scenarios] | |
| | Second Test: |
| | Complete steps 15.1 to 15.4 a second time, select the send |
| | order to OrderMaster button, the system should generate an |
| | error message letting the user know that the Due Date is a |
| | required field. |

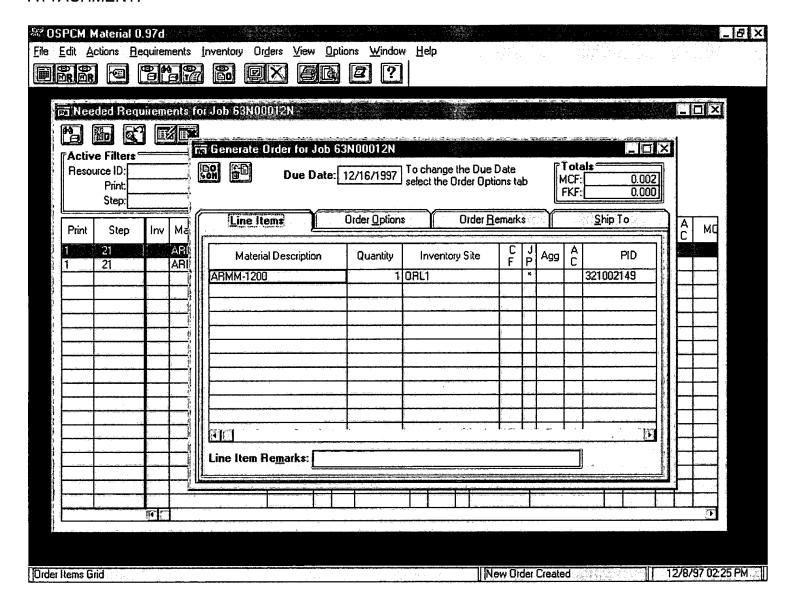
17. Attachments:

| (copies of screens, reports, etc. | 16.1 Screen print |
|--|-------------------|
| before and after proposed change - | |
| only identify if the customer requires | |
| the screen or something on the | |
| screen to look a certain way) | |

Signatures of Agreement: (add additional rows if necessary)

| BAE: | |
|---------------|--|
| Lead Analyst: | |
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ATTACHMENT:



Allow the user to change the Due Date on the header of the main window. Remove the note "To change the Due Date select the Order Option tab".

BAE Functional Requirement Document

Functional Spec. # 7380A

| BAE Start Date: | December 10, 1997 | BAE Name: | Carol A. Brechtel |
|-----------------|-------------------|----------------|-------------------|
| BAE Comp. Date: | December 18, 1997 | BAE Tele. No.; | 205-977-3611 |
| BAE Hours: | 2 HOURS | LA Assigned: | Jeff Elder |

CMVC Component Name: CORE_TABLES_LOC_EDIT

Associated Defect/Feature No.: None

Target Release: Target Release Date:

(give target release this needs to be in) [Only identify if this is required for an emergency release or must be worked in next scheduled release]

Priority:

| (provide priority from 'feature | |
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| priority' list - number | |
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| preliminary assigned by SME) | |
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| | |

| (General Information - nothing | 1. The purpose of this document is to provide the customer's view of the |
|---|--|
| is to be typed here, this is for information only about the functional spec process.) | functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided. |
| | 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'. |
| | The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. |
| | 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants. |
| | Continue numbering scheme in your text input under each table to provide traceability for matrixes. |

(brief description of change/addition)
- This should pretty closely match
the abstract in CMVC.

- 1.1.The user should not be allowed to end date or delete a Inventory site that has inventory assigned to it or that is used anywhere in OSPCM (example: inventory site is on an open order)
- 1.2.The user should not be allowed to end date or delete a wire center if it is being used somewhere else in OSPCM (configuration tables, encoded on open substeps on open jobs etc.)
- 1.3. The user should not be allowed to end date or delete a CMC if inventory sites or wire centers are still associated with the CMC. Also if the CMC is being used some where else in OSPCM (open complaints, open jobs etc.) the user should not be allowed to end date or delete the CMC.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why)

- 2.1.Today a inventory site can be end dated or deleted when inventory still resides at the locations. Enhance the system to not allow the user to end date or delete a inventory site with existing inventory, generate a error message letting the user know that inventory still exists at the location. Also if the inventory site is assigned to a open order the user should not be allowed to end date or delete the inventory site, system should generate error message.
- 2.2.Today a wire center can be end dated or deleted when open jobs exist for the wire center. Enhance the system to only allow the user to end date or delete a wire center only if the wire center is **not used** on any open substep (jobs) within OSPCM. (Not only jobs but complaints, exhibit c of the contract etc.) The system should generate a error message letting the user know that the wire center is being used in OSPCM.
- 2.3.Today a CMC can be deleted or end dated even if inventory sites or wire centers are associated to the CMC. The system should generate a error message letting the user know that they can not delete or end date the CMC until all inventory sites and wire centers have either been moved to another CMC, have been end dated or deleted.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

- 3.1.If inventory still exists at a inventory site or if the inventory site is associated with configuration tables or open orders the system should generate a error message letting the user know that the inventory site can not be end dated or deleted.
- 3.2.If a wire center is associated with a open job (all types), configuration table, valid contract, complaints, or inspection the system should generate a error message letting the user know that the wire center can not be end date or deleted. Also if a wire center is not being used in OSPCM the system should generate a warning message to let the user know that they may need to update LMOS, since when a wire center is end dated or deleted it also effects the associated LMOS wire center information. We need to keep LMOS and OSPCM in sync.
- 3.3 If a CMC still has inventory sites or wire centers associated with it the system should generate an error message letting the user know that the CMC can not be end dated or deleted, because wire centers or inventory sites still exist for the CMC.
- 3.4 The inventory site is associated to the master contract as a supply center and can not be validated until moved to informix data base.

4. Change/Addition(s):

(detailed description of change/addition)

- 4.1.Add additional edits to the OSPCM Location Editor when the user attempted to deleted or end date a CMC, wire center or inventory site. The edits should not allow locations of any type to be deleted or end dated if the locations is being used by any OSPCM executable. (job entry, configuration tables, job entry-other, materials management, etc.)
- 4.2.Make sure that hard deletes are only performed when there are no associated records.

5. Performance Requirements:

(list any performance requirements associated with this change)
[Identify system response requirements that must be met for user acceptance]

5.1. There should be no noticeable affect on performance.

NOTE: Due to the number of tables to check there may be a performance problem, need to look at the best way to handle all edits without causing a performance problem.

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6. Dependencies:

(list any defects or features that this enhancement is dependent on or that will be dependent on this feature)

6.1.None

7. Benefits:

(provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval]

- 7.1. Existing inventory will not be available for the user if the inventory site is end dated or deleted.
- 7.2. Jobs that are encoded with the end dated or deleted wire center will not work properly.
- 7.3. If a CMC is end dated or deleted all location associated with it (inventory sites & wire centers) will not be good in OSPCM.

| 8. Affected Components: | (check) | (check) |
|-------------------------|---------|---------|
| | Yes | No |
| RTOC Instructions | | X |
| HELP | X | |
| User Guides | | X |
| Testing | X | |
| Infra-structure | | X |
| Management Reports | | X |
| Database | | X |

| 9. Interfaces | <u></u> | |
|-----------------------------------|----------|--|
| (list any legacy or new interface | 9.1 None | |
| systems impacted by this change) | | |
| [Make sure other interface | | |
| systems are aware of and agree | | |
| with any requirement change that | | |
| impacts them before proceeding] | | |

| 10. Work-around: (check) (check) Yes No | |
|---|--|
| (is there a temporary work around?) \(\square\) \(\text{x} \) | |
| (describe work around in detail) 10.1 [Also identify this in the OSPCM 'known problem' document] | |

11. Risks:

| (list factors that impact, | 11.1 OSPCM Data Bases may be out of sync. |
|-----------------------------------|--|
| positive/negative, not doing this | 11.2 Lost of data & inventory |
| | 11.3 We will have a very messed up system. |

12. Business Rules:

(list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business rule***)

12.1.Locations (CMC, Inventory Sites & Wire Centers) in OSPCM should not be end dated or deleted if they are being used by any executable in OSPCM. **Examples:** inventory still assigned to a inventory site, open order being shipped to the inventory site, wire centers that are encoded on open substeps (all jobs: EWO, BSW, RW, PWO etc.), or that exist on a valid contract, CMC that are valid on open jobs or that still have inventory sites and wire centers associated with them.

13. Documentation Changes:

| | ted document | |
|-----------------------|--------------|--------------|
| change) | [Documentat | ion should |
| | | overing each |
| | | |
| | | pe apaatea |
| documer for this f | nt that must | be updated |

- 13.1.Functional Decomps
- 13.2.Test Scenario
- 13.3.Help

14. Special Training/Implementation Requirements:

| l (list any special |
|--------------------------------------|
| training/implementation required for |
| this feature. Identify what will be |
| required to train and implement this |
| feature to the customer, i.e., by |
| documentation, e-mail, help, cue |
| cards, on sight training, etc.) |

14.1 None

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

- 15.1.Open the Location Editor
- 15.2.Attempt to end date a CMC with associated inventory sites and/or wire centers.
- 15.3.Attempt to end date a inventory site that still has inventory assigned to the site.
- 15.4.Attempt to end date a wire center that is valid on a open substep/job.
- 15.5. Complete the above test again attempting to deleted the CMC, inventory site and wire center.

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15.6.Attempt to end date a location that has only historical records associated to it.

NOTE: Test both future day and current end dates.

16. Attachments:

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| | ore an | | | | | |
| only | / ident | ify if th | ne cus | tomer | requ | ires |
| | scree | | | | | |
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16.1 None

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| screen to look a certain way) | | |
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| Signatures of Agreement: | | |
| (add additional rows if necessary) | | |
| BAE: | | |
| | | |
| Lead Analyst: | | |

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Functional Spec. # 7420A

| BAE Start Date: | 05/13/1998 | BAE Name: | Gail Deaton |
|-----------------|------------|----------------|-------------|
| BAE Comp. Date: | 05/13/1998 | BAE Tele. No.: | 977-3615 |
| BAE Hours: | 4 | LA Assigned: | |

CMVC Component Name: je_ewo

Associated Defect/Feature No.: 6424

| Target Release: | | Target Release Date: | |
|--|------|--|------|
| (give target release this needs to be in) [Only identify if this is required for an emergency release or must be worked in next scheduled release] | 2.15 | (give target release date for this enhancement, if required) | 8/98 |

Priority:

| (provide priority from 'feature | production hi |
|---------------------------------|-------------------------|
| priority' list - number | p. 0 d d 0 m 0 m |
| priority iist - rightber | |
| preliminary assigned by SME) | |

Revision No.: (B, C, etc. - this will require new signatures)

Reason for Revision:

General:

| (Genera | i Informa | tion - r | othing. |
|------------|-----------|----------|---------|
| is to be t | yped her | e, this | is for |
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| functions | a spec b | lucess | • / |

- The purpose of this document is to provide the customer's view of the
 <u>functionality</u> that needs to be changed or added to the existing OSPCM
 product. It is not the detail design requirements. It should concentrate on
 the 'what' that is needed and not on the 'how' it is provided.
- 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'.
- The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature:
- 4 Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants.
- Continue numbering scheme in your text input under each table to provide traceability for matrixes.

1. Abstract:

| (brief de | ecrinti | on of chan | ne/additi | ion) |
|-----------|----------|-------------|-----------|------|
| | | | | |
| - This s | hould c | retty close | ly matci | 7 |
| | | | | |
| the absi | tract in | UMVU. | | |

1.1 Add an OSPCM generated report for Contract-Move errors generated by the Contract Move process in F6424

2. Current Problem:

| (brief description of what system currently does, what needs to be changed, and why) | |
|--|--|
| currently does, what needs to be | |
| currently does, what needs to be | |
| currently does, what needs to be | |
| currently does, what needs to be | |
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2.1 No mechanized report exists to notify the user of errors that were generated during the Contract Move process. Currently a programmer receives the errors, reformats into a Word document and then e-mails to the user that requested the move.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

3.1 Create a mechanized report for the errors generated from the batch Contract Move process. Create an ICON on the Contract Move screen to access Contract Move Results.

4. Change/Addition(s):

| 500 a | 2.000 | 1.76/17/24 | | | | | 1000 | 10 C | 0.000 | 2000 | 1000 | -00 |
|-------|---|------------|-------|------|-----------|-----|--|------|---------|-------|------|------|
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| | 100000 | ******* | | | Section 2 | | 20.00 | | and the | arina | | |
| | | | 30.00 | 1000 | | | | | | | | |
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| | 10.5 | ıng | | e i | 210 | | | 11 | | | | |
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| | | | | | | | 20.00 | | | | | |
| | | | | | | | | | | | | |

4.1 Create a mechanized report for the errors generated from the batch Contract Move process.

Create an ICON on the Contract Move screen to access Contract Move Results.

Display a list of contract moves for the user to select from. [from MTN512 to MTN598 process date 05/11/1998] Have the user select from a list by double clicking. See attachment for report layout.

5. Performance Requirements:

| *************************************** | | *************************************** | | |
|---|-----------|---|----------|-------|
| (list ar | y perfor | mance | reauirei | ments |
| | | | | |
| associ | iated wit | ก เกเร ผ | iange) | |
| fident | ify syst | em resi | oonse | |
| | | | | |
| requir | ements | tnat m | ust be | met |
| for us | er acce | otance | | |
| | | | | |

5.1 Performance should not be affected.

6. Dependencies:

| | ****************** | | |
|-----------|--------------------|-------------|-------------|
| /1:24 AA: | | or features | THAT THIS |
| UISCALIV | / uelects | or realures | u lat u li5 |
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| enhanc | ement is | dependent | On Or |
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| inai wiii | De debe | ndent on th | IS. |
| | | | |
| feature | \ | | |
| | | | |

6.1 Completion of F6424

7. Benefits:

(provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval)

7.1 Takes the programmer out of the loop in the Contract Move process which wil result in a time and dollar savings. Also gives any user in the CMC the ability to pull and view the Contract Move Results.

8. Affected Components: (check) (check)

| | Yes No |
|--|---|
| RTOC Instructions | |
| HELP | |
| User Guides | |
| Testing | |
| Infra-structure | |
| Management Reports | |
| Database | |
| | |
| 9. Interfaces | 0.4 |
| (list any legacy or new interface systems impacted by this change) | 9.1 |
| [Make sure other interface | |
| systems are aware of and agree with any requirement change that | |
| impacts them before proceeding] | |
| | |
| 10. Work-around: | (check) (check) |
| (/ u) 1 (0) | Yes No |
| (is there a temporary work around?) | 40.4 Continue to have a programmer shoot the convers each |
| (describe work around in detail) [Also identify this in the OSPCM | 10.1 Continue to have a programmer check the servers each night for a batch Contract Move and then generate the error |
| 'known problem' document] | reports, reformat the report into a Word document and email to |
| | the user who requested the move. |
| | |
| 11. Risks: | |
| (list factors that impact, | 11.1 Loss of experienced programmer to perform this process |
| positive/negative, not doing this change) | and field user acceptability of the Contract Move process. |
| | |
| 12. Business Rules: | |
| (list any business rules or | 12.1 |
| constraints that should apply. If business rules are included in the | |
| changes section, identify these with | |
| asterisk in bold, ***business rule***) | • |
| rule) | |
| 13. Documentation Changes: | |
| (list affected documents requiring | 13.1 User Guides and On-line Help |
| change) [Documentation should prepare a checklist covering each | |
| document that must be updated | |
| for this feature] | |
| 14. Special Training/Impleme | ntation Requirements: |
| (list any special | 14.1 |
| training/implementation required for | |
| this feature. Identify what will be required to train and implement this | |
| feature to the customer, i.e., by | |

documentation, e-mail, help, cue cards, on sight training, etc.)

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

15.1 Run a Contract Move process.

Go to JE-EWO and to the Move Contract icon.

Verify that a icon exists for Contract Move Results.

Request report

Print report

Verify that the report contains all fields specified.

Verify that the report data is formatted correctly

Verify that the data generated is correct.

Verify that all data is generated from the Move process.

17. Attachments:

| (copies of screens, reports, etc. | |
|---------------------------------------|---|
| before and after proposed change - | |
| only identify if the customer require | S |
| the screen or something on the | |
| screen to look a certain way) | |

16.1 Report layout

Signatures of Agreement:

(add additional rows if necessary)

_ ad Analyst:

Functional Spec. # 7420B

BAE Start Date: BAE Comp. Date: BAE Hours:

| 05/13/1998 | BAE Name: |
|------------|----------------|
| 06/05/1998 | BAE Tele. No.: |
| 5 | LA Assigned: |

| Gail Deaton | |
|-------------|--|
| 977-3615 | |
| | |

CMVC Component Name:

je_ewo

Associated Defect/Feature No.:

6424

| Target Release: | | Target Release Date: | |
|--|------|--|------|
| (give target release this needs to be in) [Only identify if this is required for an emergency release or must be worked in next scheduled release] | 2.15 | (give target release date for this enhancement, if required) | 8/98 |

Priority:

| ************************************** | |
|---|----------------|
| (provide priority from 'feature priority' list - number | · - |
| preliminary assigned by SME) | |

Revision No.: Reason for Revision: (B, C, etc. - this will require new signatures)

General:

| (Gene | eral Info | ormatio | on - no | thing |
|----------|-----------|---------|---------|-------|
| is to b | | | | |
| inform | | | | |
| | | | | 9 |
| function | onal sp | ec pro | cess.) | |

- The purpose of this document is to provide the customer's view of the
 <u>functionality</u> that needs to be changed or added to the existing OSPCM
 product. It is not the detail design requirements. It should concentrate on
 the 'what' that is needed and not on the 'how' it is provided.
- 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'.
- The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature.
- 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants.
- Continue numbering scheme in your text input under each table to provide traceability for matrixes.

1. Abstract:

(brief description of change/addition) - This should pretty closely match the abstract in CMVC.

1.1 Add an OSPCM generated report for Contract-Move errors generated by the Contract Move process in F6424

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why)

2.1 Feature 6424 provides an email of the errors for each job that failed preconfiguration and configuration. Using this method, the user who requests the Contract Move could be deluged with individual job error messages. In addition, if the user who requests the move does not have an established email address, the errors are not sent.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

3.1 Create a mechanized report for the errors generated from the batch Contract Move process. Create an ICON on the Contract Move screen to access Contract Move Results.

| (detailed description of change/addition) 4.1 Create a mechanized report for the errors generated to the batch Contract Move process. 4.1.1 Create an ICON on the Contract Move screet to access Contract Move Results. 4.1.2 Display a list of contract moves for the user to select from. [from MTN512 to MTN598 process date 05/11/199 4.1.3 Have the user select from a list by double clicking 4.1.4 Positive reporting should be indicated for easuccessful run. 4.1.5 Store results for each run and then purge after the batch Contract Move process. 4.1.1 Create a mechanized report for the errors generated to the batch Contract Move process. 4.1.2 Display a list of contract moves for the user to select from. [from MTN512 to MTN598 process date 05/11/199 4.1.3 Have the user select from a list by double clicking | |
|--|----|
| 4.1.1 Create an ICON on the Contract Move screet to access Contract Move Results. 4.1.2 Display a list of contract moves for the user to select from. [from MTN512 to MTN598 process date 05/11/1999 4.1.3 Have the user select from a list by double clicking 4.1.4 Positive reporting should be indicated for easuccessful run. 4.1.5 Store results for each run and then purge affects. | om |
| to access Contract Move Results. 4.1.2 Display a list of contract moves for the user to select from. [from MTN512 to MTN598 process date 05/11/1999 4.1.3 Have the user select from a list by double clicking 4.1.4 Positive reporting should be indicated for easuccessful run. 4.1.5 Store results for each run and then purge affections. | |
| 4.1.2 Display a list of contract moves for the user to select from. [from MTN512 to MTN598 process date 05/11/1994.1.3 Have the user select from a list by double clicking 4.1.4 Positive reporting should be indicated for easuccessful run. 4.1.5 Store results for each run and then purge aff | 1 |
| to select from. [from MTN512 to MTN598 process date 05/11/199 4.1.3 Have the user select from a list by double clicking 4.1.4 Positive reporting should be indicated for easuccessful run. 4.1.5 Store results for each run and then purge aff | |
| [from MTN512 to MTN598 process date 05/11/199 4.1.3 Have the user select from a list by double clicking 4.1.4 Positive reporting should be indicated for easuccessful run. 4.1.5 Store results for each run and then purge aff | |
| 4.1.3 Have the user select from a list by double clicking 4.1.4 Positive reporting should be indicated for easuccessful run. 4.1.5 Store results for each run and then purge after | |
| clicking 4.1.4 Positive reporting should be indicated for early successful run. 4.1.5 Store results for each run and then purge after the successful run and the purge after the successful run. | 8] |
| 4.1.4 Positive reporting should be indicated for easuccessful run. 4.1.5 Store results for each run and then purge aft | |
| successful run. 4.1.5 Store results for each run and then purge aft | |
| 4.1.5 Store results for each run and then purge aft | h |
| | |
| 30 days | r |
| 30 days. | |
| 4.1.6 For jobs that fail to process, update the | |
| batch processing run date to the next day. | |
| 4.1.7 Eliminate the emailing of errors established | |
| by Feature 6424. | |
| See attachment for report layout. | |

5. Performance Requirements:

(list any performance requirements associated with this change) [Identify system response requirements that must be met for user acceptance]

5.1 Performance should not be affected.

6. Dependencies:

(list any defects or features that this

6.1 Completion of F6424

| enhancement is dependent on or that will be dependent on this feature) | |
|--|--|
| 7. Benefits: | |
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] | 7.1. Gives any user in the CMC the ability to pull and view the Contract Move Results. Eliminates emailing of errors. |
| 8. Affected Components: (| check) (check) Yes No |
| RTOC Instructions | |
| HELP | |
| Us r Guides | |
| T sting | |
| Infra-structure Management Reports | |
| Database | |
| | |
| | |
| 9. Interfaces (list any legacy or new interface | 9.1 None |
| systems impacted by this change) | o. i itolio |
| [Make sure other interface systems are aware of and agree | |
| with any requirement change that | |
| impacts them before proceeding] | |
| 10. Work-around: | (check) (check) Yes No |
| (is there a temporary work around?) | AO 4 Finally managed of statistics will be extinue |
| (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10.1 Email process of notification will continue. |
| 11. Risks: | |
| (list factors that impact, positive/negative, not doing this | 11.1 If no email address exists for the cuid requesting the |
| change) | Move, no error messages can be retreived. Only the person who requests the Move has access to the errors. Possibility of |
| | a deluge of emails. |
| | |
| 12. Business Rules: (list any business rules or | 12.1 None |
| constraints that should apply. If | 12.1 NOTE |
| business rules are included in the changes section, identify these with | |
| asterisk in bold, ***business | |
| rule***) | |

13. Documentation Changes:

| (list affe | cted docume | nts requiring |
|------------|--------------|---------------|
| change) | [Documenta | ation should |
| prepare | a checklist | covering each |
| d cume | ent that mus | t be updated |
| for this | | • |

13.1 User Guides and On-line Help

14. Special Training/Implementation Requirements:

| (list any special |
|--------------------------------------|
| training/implementation required for |
| this feature. Identify what will be |
| required to train and implement this |
| feature to the customer, i.e., by |
| documentation, e-mail, help, cue |
| cards, on sight training, etc.) |

14.1 Release notes.

Issue RL to detail the Contract move process.

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

15.1 Setup test data to ensure that some jobs fail. (See Gail Deaton)

Run a Contract Move process.

Go to JE-EWO and to the Move Contract icon.

Verify that a icon exists for Contract Move Results.

Request report

Print report

Verify that the report contains all fields specified.

Verify that the report data is formatted correctly

Verify that the data generated is correct.

Verify that all data is generated from the Move process.

Verify that the report contains preconfiguration and

configuration errors.

For jobs that fail Move verify that the batch date changes.

Verify that no email messages are sent for errors.

Correct errors for jobs that failed.

Rerun batch process.

Verify that a positive report is generated with no jobs in error.

17. Attachments:

| (copies of | screens, r | eports, e | etc. |
|--------------|-------------|-----------|---------|
| before and | after proj | posed ch | ange - |
| only identif | y if the cu | istomer r | equires |
| the screen | or somet | hing on t | he |
| screen to le | | | |

16.1 Report layout

Signatures of Agreement:

(add additional rows if necessary)

| BAE: | (on file) 6/9/98 | |
|---------------|------------------|--|
| Lead Analyst: | (on file) 6/9/98 | |

Functional Spec. # 7182a

| BAE Start Date: | 04/13/1998 | BAE Name: | Mark Seal |
|-----------------|------------|----------------|--------------|
| BAE Comp. Date: | 04/15/1998 | BAE Tele. No.: | 205-977-3618 |
| BAE Hours: | 4 | LA Assigned: | |

| CMVC Component Name: | Scheduling |
|----------------------|------------|
| | |

Associated Defect/Feature No.:

| Target Release: | | Target Release Date: |
|--|------|--|
| (give target release this needs to be in) [Only identify if this is required for an emergency release or must be worked in next scheduled release] | 2.13 | (give target release date for this enhancement, if required) |

Priority:

| 20.20.000.000.000.000.000.000.000.000.0 | 121 |
|---|-----|
| (provide priority from feature | 104 |
| | 107 |
| priority' list - number | |
| DHOHLY HSL - HUHDEL | |
| | |
| nreliminant assigned by SMF) | |
| preliminary assigned by SME) | |

| Revision No.: | (B, C, etc this will require new signatures) |
|----------------------|--|
| Reason for Revision: | |

General:

| General, | |
|--|--|
| (General Information - nothing is to be typed here, this is for information only about the functional spec process.) | The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided. |
| | 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'. |
| | The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. |
| | Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants. |
| | Continue numbering scheme in your text input under each table to provide traceability for matrixes. |

| | ø | 2 | × | æ | 83 | 0.00 | | | 88 | w | ì |
|---|---|---|---|-----|----|------|-----|----|----|---|---|
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| (brief d | escript | ion of | chang | e/addit | ion) |
|----------|-----------|--|-------|---------|------|
| - This | | | | | |
| | | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | | | |
| the abs | stract II | 1 CMV | 'C | | |

1.1 Allow the user to request, view and print the scheduling 210 report by wire center, CST/MPT number or Res ID.

2. Current Problem:

| (brief d | escription | of what | system |
|----------|-------------|---------|--------|
| | ily does, w | | |
| | ed, and wh | | |
| Glanye | o, allu wi | y / | |

2.1 Currently the user must request the entire report which can be very large and time consuming to view or print.

3. Proposed Salution:

| (brief d | escripti | on of w | hat the | system |
|-----------|----------|---------|----------|--------|
| will or s | | | | |
| | | | | |
| constra | | conditi | ons tnat | ıımıt |
| the solu | ution) | | | |
| | | | | |

3.1 Add a dialog box so the user can specify how the report is to be retrieved.

4. Change/Addition(s):

| (d | eta | iled | des | crip | lion | of |
|----|-----|------|-----|------|------|----|
| | | | | ion) | | |
| | | 90,0 | | | | |
| | | | | | | |
| | | | | | | |

- 4.1 When the user selects the 210 from the print or print preview option on the scheduling screen, the system will display a dialog box. The user can select in this dialog box only one of the following options; ALL, RES ID, CST/MPT#, WIRE CENTER.
- 4.2 When the user selects ALL and clicks OK then the entire report is retrieved.
- 4.3 When the user selects the RES ID option then the system will require that the user enter a valid RES ID for the CMC. Only jobs that have activities that are assigned to the RES ID will be retrieved and placed on the report.
- 4.4 When the user selects CST/MPT# option then the system will require that the user enter a valid CST/MPT# for the CMC. Only jobs assigned to the CST/MPT# entered will be retrieved and placed on the report.
- 4.5 When the user selects WIRE CENTER option then the system will require that the user enter a valid WIRE CENTER for the CMC. Only jobs assigned to the WIRE CENTER entered will be retrieved and placed on the report.
- 4.6 In all cases the wire center will be the first sort and then the job name will be listed in numerical order.
- 4.7 Only one option will be allowed when selecting "ALL or RES ID or CST/MPT# or wire center.

5. Performance Requirements:

(list any performance requirements associated with this change) [Identify system response requirements that must be met for user acceptance]

5.1 Since this is a batch report there may be some processing time added for this change.

2

5.2 On line performance should not be affected by this change.

6. Dependencies:

| (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) | 6.1NONE |
|--|--|
| 7. Benefits: | |
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] | 7.1 This will allow the user to select a report with less information. Printing the report will save time if there is less data on the report. |
| 8. Affected Components: (| check) (check) |
| | Yes No |
| RTOC Instructions | |
| HELP | |
| User Guides | |
| Testing | |
| Infra-structure | |
| Management Reports Database | |
| Database | |
| 9. Interfaces | |
| (list any legacy or new interface systems impacted by this change) [Make sure other interface systems are aware of and agree with any requirement change that impacts them before proceeding] | 9.1 NONE |
| 10. Work-around: | (check) (check) |
| | Yes No |
| (is there a temporary work around?) | |
| (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10.1 Currently the user must request the entire report. |
| 11. Risks: | |
| (list factors that impact, positive/negative, not doing this change) | 11.1 This is a very high user priority. This report will be used for scheduling purposes which is already a time consuming effort. |
| 12. Business Rules: | |
| (list any business rules or | 12.1 Valid data for the CMC must be entered when selecting |
| constraints that should apply. If | RES ID or CST/MPT# or WIRE CENTER. The user should be |
| business rules are included in the changes section, identify these with | allowed to select only one option at a time. |
| asterisk in bold, ***business | |
| rule***) | |

13. Documentation Changes:

(list affected documents requiring change) [Documentation should prepare a checklist covering each document that must be updated for this feature]

13.1 Scheduling user guides and help screens.

14. Special Training/Implementation Requirements:

| (list any special |
|--------------------------------------|
| training/implementation required for |
| this feature. Identify what will be |
| required to train and implement this |
| feature to the customer, i.e., by |
| documentation, e-mail, help, cue |
| cards on sight training etc.) |

14.1 NONE

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance; this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

15.1

- OPEN the scheduling module for a valid CMC.
- Click on the print button on the tool bar and a list of reports is displayed.
- Select the 210 scheduling report.
- A dialog box will open with the following options.
 - ALL
 - RES ID
 - CST/MPT#
 - WIRE CENTER
- Select ALL and click OK
- Verify that the entire 210 report is printed.

15.2

- OPEN the scheduling module for a valid CMC.
- Click on the print button on the tool bar and a list of reports is displayed.
- Select the 210 scheduling report.
- A dialog box will open with the following options.
 - ALL
 - RES ID
 - CST/MPT#
 - WIRE CENTER
- Select RES ID and enter a valid RES ID for the CMC and click OK.
- Verify that the 210 report is printed with only jobs that contain the res id entered.

15.3

- OPEN the scheduling module for a valid CMC.
- Click on the print button on the tool bar and a list of reports is displayed.
- Select the 210 scheduling report.
- A dialog box will open with the following options.
 - ALL
 - RES ID



- WIRE CENTER
- Select CST/MPT# and enter a valid CST/MPT# for the CMC and click OK.
- Verify that the 210 report is printed with only jobs that are assigned to the CST/MPT# entered.

15.4

- OPEN the scheduling module for a valid CMC.
- Click on the print button on the tool bar and a list of reports is displayed.
- Select the 210 scheduling report.
- A dialog box will open with the following options.
 - ALL
 - RES ID
 - CST/MPT#
 - WIRE CENTER
- Select WIRE CENTER and enter a valid WIRE CENTER for the CMC and click OK.
- Verify that the 210 report is printed with only jobs that are assigned to the WIRE CENTER entered.

15.5

- Verify that only one option can be selected.
- Verify that the system will not allow entering invalid RES ID's. CST/MPT#'s and WIRE CENTERS.

15.6

- OPEN the scheduling module for a valid CMC.
- Click on the print preview button on the tool bar and a list of reports is displayed.
- Select the 210 scheduling report.
- A dialog box will open with the following options.
 - ALL
 - RES ID
 - CST/MPT#
 - WIRE CENTER
- Select ALL and click OK
- Verify that the entire 210 report is displayed.

15.2

- OPEN the scheduling module for a valid CMC.
- Click on the print preview button on the tool bar and a list of reports is displayed.
- Select the 210 scheduling report.
- A dialog box will open with the following options.
 - ALL
 - RES ID
 - CST/MPT#
 - WIRE CENTER
- Select RES ID and enter a valid RES ID for the CMC and click OK.

5

| Verify that the 210 report is displayed with only jobs that contain the res id entered. |
|--|
| 15.3 |
| OPEN the scheduling module for a valid CMC. Olish are the print proving button on the tool has and a list of |
| Click on the print preview button on the tool bar and a list of reports is displayed. |
| Select the 210 scheduling report. |
| A dialog box will open with the following options. |
| • ALL |
| RES ID |
| CST/MPT# |
| WIRE CENTER |
| Select CST/MPT# and enter a valid CST/MPT# for the |
| CMC and click OK. |
| Verify that the 210 report is displayed with only jobs that |
| are assigned to the CST/MPT# entered. |
| 45.4 |
| 15.4 |
| OPEN the scheduling module for a valid CMC. Click on the print preview button on the tool bar and a list of |
| Click on the print preview button on the tool par and a list of reports is displayed. |
| Select the 210 scheduling report. |
| A dialog box will open with the following options. |
| ALL |
| • RES ID |
| CST/MPT# |
| WIRE CENTER |
| Select WIRE CENTER and enter a valid WIRE CENTER |
| for the CMC and click OK. |
| Verify that the 210 report is displayed with only jobs that |
| are assigned to the WIRE CENTER entered. |
| 15.5 |
| Verify that only one option can be selected. |
| Verify that the system will not allow entering invalid RES |
| ID's, CST/MPT#'s and WIRE CENTERS. |
| |

17. Attachments:

| (copies of screens, reports, etc. | 16.1 NONE |
|--|-----------|
| before and after proposed change - | |
| only identify if the customer requires | |
| the screen or something on the | |
| screen to look a certain way) | |

Signatures of Agreement:

| (900 900mb) (91.0w2) H906929141 | |
|----------------------------------|--|
| BAE: | |
| Lead Analyst: | |

Functional Spec. # 7011B

| BAE Start Date: | 04/17/1998 | BAE Name: | Gail Deato |
|--|-----------------------|--|------------|
| BAE Comp. Date: | 04/23/1998 | BAE Tele. No.: | 977-3615 |
| BAE Hours: | 5 | LA Assigned: | |
| | | | |
| CMVC Component N | <i>lame</i> : _je_ewo | | |
| Associated Defect/F | eature No | | |
| | | | |
| Target Release: | | Target Release Date: | |
| (give target release this no to be in) [Only identify if | this | (give target release date for this enhancement, if | 6/1998 |
| is required for an emerg release or must be work next scheduled release] | 20.000000 = 2001 | required) | |
| | | | |
| Priority: (provide priority from featu | ure Hi |] | |
| | -1.5 | | |
| priority' list - number preliminary assigned by SI | | | |

| General: | |
|--|--|
| (General Information - nothing is to be typed here, this is for information only about the functional spec process.) | The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided. |
| | 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'. |
| | The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. |
| | Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date; and participants. |
| | 5 Continue numbering scheme in your text input under each table to provide traceability for matrixes. |

Reason for Revision: Walk thru updates and change target release

| 1. Abstract: (brief description of change/addition) - This should pretty closely match | 1.1 | Add "Ex Geoloc" to Splicing and Other screens |
|--|-----|---|
| the abstract in CMVC. | * | |
| 2. Current Problem: | | |
| (brief description of what system currently does, what needs to be changed, and why) | 2.1 | The "Ex Geoloc" cannot be entered on the Splicing and the Other screens. This forces the outside craft to type in the "EX Geoloc" when reporting in Work Station. |
| 3. Proposed Solution: | | |
| (brief description of what the system will or should do and any general constraints or conditions that limit the solution) | 3.1 | Add the "Ex Geoloc" field to the Splicing and Other screens. |
| 4. Change/Addition(s): | | |
| (detailed description of change/addition) | 4.1 | Add the "Ex Geoloc" field to the Splicing and Other screens. The field should be located in the substep grid after the "Wire Center" for each screen. The format and edits that apply for "Ex Geoloc" for the Placing and Removal screen should be applied. The Ex Geoloc needs to be populated for Splicing and Other substeps (that require the Ex Geoloc based on the edits referred to in 4.1) in the MTR extract. This may or may not require a change to Work Station. |
| 5. Performance Requiremen | ts: | |
| (list any performance requirements associated with this change) [Identify system response requirements that must be met for user acceptance] | 5.1 | Performance should not be affected. |
| 6. Dependencies: | | |
| (list any defects or features that this enhancement is dependent on or that will be dependent on this | 6.1 | |

7. Benefits:

feature)

(provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval]

7.1 Accuracy of reporting the Ex Geoloc and a saving in craft labor by having the Ex Geoloc prepopulated for the substep.

| 8. Affected Components: | check) (check) Yes No |
|---|---|
| RTOC Instructions HELP User Guides Testing Infra-structure Management Reports Database | |
| 9. Interfaces | |
| (list any legacy or new interface systems impacted by this change) [Make sure other interface systems are aware of and agree with any requirement change that impacts them before proceeding] | 9.1 |
| 10. Work-around: | (check) (check) Yes No |
| (is there a temporary work around?) | |
| (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10.1 Have the craft continue to type in the Ex Geoloc for splicing and other work. |
| 11. Risks: | |
| (list factors that impact, positive/negative, not doing this change) | 11.1 |
| 12. Business Rules: | |
| (list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business rule***) | 12.1 Ex Geoloc is required for digital loop carrier materials and labor. Digital loop carrier materials and labor are identified for the substep by the FRC of the substep. OSPCM reads the area required indicator for the substep FRC in the FRC table. If the indicator is Y then a EX Geoloc is required. |
| 13. Documentation Changes: | |
| (list affected documents requiring change) [Documentation should prepare a checklist covering each document that must be updated for this feature] | 13.1 User Guides On-line Help |
| 14. Special Training/Impleme | ntation Requirements: |
| (list any special training/implementation required for this feature. Identify what will be required to train and implement this feature to the customer, i.e., by | 14.1 |

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

15.1

- Enter a substep with a 257C "FRC" on the splicing screen.
 - Do not populate the "Ex Geoloc" field and save
 - Error should be returned requiring an entry in the "Ex Geoloc" field.
 - Populate the "Ex Geoloc" field with a geoloc of a wire center.
 - Verify that a message returns that the entry is invalid
 - Populate the "Ex Geoloc" field with a valid entry
 - Verify that the substep can be saved
- Configure, price and firm the job.
- Go to workstation
 - Pull up the job and the substep
 - Report 1 hour to the substep and complete.
 - Verify that Work Station does not ask user to enter an EX Geoloc when reporting on substep.
 - Verify that the Ex Geoloc is in the MTR extract
- Repeat above for a "ESTS" work action and 257C FRC on the Other screen.
- Enter a "ESTS" work action on the Other screen. Encode with an FRC of "45C". Validate that no Ex Geoloc is required.

| W. W. | ****** | 3830 | 0.000 | | | 9.000 |
|-------|--------|------|-------|------|-----|-------|
| 8.8 | | 300 | 20 | 6835 | an. | |

(copies of screens, reports, etc.) before and after proposed change only identify if the customer requires the screen or something on the screen to look a certain way) 16.1

Signatures of Agreement:

(add additional rows if necessary)

BAE:

Lead Analyst:

Functional Spec. # 6507A BAE Name: Carol A. Brechtel BAE Start Date: June 5, 1997 BAE Tele. No.: 205-977-3611 June 6, 1997 BAE Comp. Date: 2 1/2 Hours LA Assigned: BAE Hours: CMVC Component Name: **MATMGMT** Associated Defect/Feature No.: | 6507 Target Release: Target Release Date: (give target release this needs (give target release date for 10/6/97 2.05 this enhancement) to be in) Priority: (provide priority from 'feature production hi priority' list - production_hi through deferred low Revision No.: Reason for Revision: Subject: (brief description of change) Allow the user to deselect the custom feature "pulling eye". Introduction: (description of what system Custom Feature of outside pulling eye is automatically currently does, what needs to assigned to a substep when: be changed, and why) * placing fiber cable in the underground environment * placing copper cable that is assigned a Subcategory of PULP or DUCT PIC in the Material Item Table Enhance the system to allow the user to deselect the 2 custom feature in the Materials Management executable. Solution: (describe what the system will Allow the user to deselect a system generated pulling eye or should do and any general custom feature. In Materials the change is needed on the

limit the solution)

constraints or conditions that

🏝 - 👊 -

Custom Feature window when it is displayed from the

"Needed Requirements for Job XXX" window.

| • • | |
|--|--|
| Change(s): | |
| (detailed description of change) - [add additional rows if | Materials - from the Needed Requirements for Job XX window, the user can display the existing "Pulling Eye" |
| multiple changes] | custom feature or add a new custom feature. The user |
| | should also be able to deselect any existing "Pulling Eye" |
| | custom feature passed from Job Entry. |
| | |
| Performance Requiremen | |
| (list any performance requirements associated with | 1 There should be no noticeable affect on performance. |
| this change) | |
| | |
| Dependencies: | |
| (list any defects or features that this enhancement is | 1. None |
| dependent on) | |
| | |
| | |
| Benefits: (provide benefits in dollars, | 4. Allow the wear to order fiber coble to be pleased in the |
| reduced headcount, time | Allow the user to order fiber cable to be placed in the underground environment without a pulling eye. |
| savings, etc. for doing this | Allow the user to order copper cable with material |
| work) | subcategories of either PULP or DUCT PIC without a pulling |
| | eyes. |
| | Reduce cost by not ordering custom features that are not |
| | required. |
| Allowed Commonweal | (check) (check) |
| Affected Components: | Yes No |
| RTOC Instructions | X |
| HELP | x |
| User Guides | □ x |
| Testing | _ X |
| Infra-structure | x |
| Management Reports | x |
| Database | x |
| Interfaces | |
| (list any legacy or new | 1. None |
| interface systems | |
| impacted by this change) | |

| • | neck) No |
|--|--|
| (is there a temporary work around??) | X |
| (describe work around in 1. detail) | |
| Risks: | |
| [10] 2010 COO (10 10 COO (10 C | y be ordered with custom features that are not o do the job, we pay for something we don't need and |
| Business Rules: | |
| (list any business rules or constraints that should apply) 1. Allow the constraints that should apply) | user to deselect system generated "Pulling Eye" atures. |
| Documentation Changes: | |
| (list affected documents 1. Test Scen | ario |
| requiring change) 2. Functional | I Decomps |
| Acceptance Criteria / Test Scenario: | user 1 Encode a job with at least two substeps |
| acceptance) REQUIRED | * one placing fiber cable in the underground environment * place copper cable that is in the PULP or DUCT PIC material Subcategory (Material Item Table) 2 configure and firm the job 3 Exit Job Entry 4 From the Show a Job's Needed Requirement window, display the job 5 from the Needed Requirements for Job XX window display the custom feature window and deselect the pulling eye custom feature, both substeps. 6 select OK and close the custom feature window 7 generate a order for both substeps 8 verify that both items do not have custom features |
| Attachments: | |
| (copies of screens, reports, 1. Screen pri | ints for Custom Features from the Materials ent executable. |

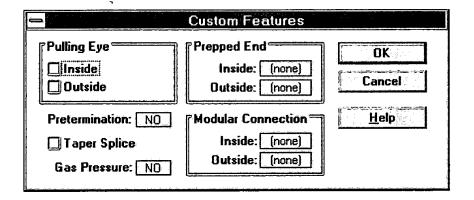
6507_fs.doc

| Signatures of Agreement: (add additional rows if necessary) | |
|---|--|
| BAE: | |
| Lead Analyst: | |

6507_fs.doc 9/10/98 2:40 PM

Attachment:

•



Functional Spec. # 6844B BAE Name: L. Edgar 08/01/1997 BAE Start Date: 09/10/1997 BAE Tele. No.: 205-977-7375 BAE Comp. Date: BAE Hours: LA Assigned: CMVC Component Name: change mgmt Associated Defect/Feature No.: Target Release: Target Release Date: (give target release date for (give target release this needs to be in) [Only identify if this this enhancement, if is required for an emergency required) release or must be worked in next scheduled release] Priority: (provide priority from 'feature priority' list - number preliminary assigned by SME) Revision No.: (this will require new signatures) Reason for Revision: General:

| (General Information) | 1. | All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature. |
|-----------------------|----|---|
| | 2. | The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. |
| | 3. | Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants. |

1. Subject:

| (brief description of change) | 1 | Provide methods to route a Complaint to the Contractor |
|-------------------------------|---|--|
| | | responsible for problem |
| | 2 | Document and track dates, e.g., "Date Sent to |
| | | Contractor" and "Date Returned from Contractor" |
| | | Fields to be added to Complaint presentation. |

2. Introduction:

| (description of what system | 1 Currently there is no OSPCM method to directly send a |
|----------------------------------|---|
| currently does, what needs to be | |
| | |

| changed, and why) | |
|-------------------|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Complaint to the Contractor perceived to be at fault, nor are specific date fields available to enter a date sent to or received from a contractor. Also, user cannot directly switch to JE or JE-O to review an associated job which may be related to the complaint.

These capabilities are needed to avoid printing and faxing of info and to allow quick review of an associated Job. The dates are desired by Managers to review responsiveness of a contractor to Complaints. The data can be used for a Management Report to indicate status of complaints.

3. Solution:

| s. Solution. | |
|---|---|
| (describe what the system will or should do and any general constraints or conditions that limit the solution) | Provide Contractor access by addition of Complaints Icon to the Contractor allowed applications. Requires security code changes. Telco District office will enter Complaints (may be at a distant location) and needs a revised form to first assign to a ResID who later will assign to a Contractor. |
| | Add fields to the Complaint presentation that allows user to select the contractor and enter "date sent to contractor". This could be a default to "today" with overwrite capability. These fields would need to be added to database. These dates could then be used to report against in Mgmt. Reports. |
| | 3 Provide new form in Complaints for a Contractor to open and review. Then use to accept, reject and close the complaint. Add "date for contractor return" for tracking. |
| | 4 Telco may need new form or revised "open list" form to review status daily. New field of "status" necessary. |

4. Change(s):

| (detailed description of change) - | 1 | Add drop down with valid contractors by CMC and the |
|---|---|---|
| [add additional rows if multiple changes] | | selected nickname will be the assigned to contractor |
| | 2 | Add date fields entry capability on Complaint. |
| | 3 | Make ResID field required. (Verify closing ability) |
| | 4 | Add new fields to the database |
| | 5 | Make ResID field a dropdown list for CMC - default to |
| | | logon but allow change |
| | 6 | Add Complaint Icon to Contractor menu with associated |
| | | security addition and WinDDS download. |
| | 7 | Allow a contractor to close or return a complaint. |

5. Performance Requirements:

| (list any performance requirements associated with this change) [Identify system response | 1 None apparent. | |
|---|------------------|--|
| requirements that must be met | · | |

| for user acceptance] | | |
|---|-------|---|
| | | 1 100 |
| 6. Dependencies: | | |
| (list any defects or features that this | 1 | Verify that any IC type of contractor nickname is |
| enhancement is dependent on or | | included in CMC dropdown listing. |
| that will be dependent on this | | moladed in olive dropaetin hearing. |
| feature) | | |
| | | |
| | | |
| 7. Benefits: | | |
| (provide benefits in dollars, reduced | 1 | Simplify work process for users. |
| headcount, time savings, etc. for | 2 | Better control of contractor administration by |
| doing this work) [This is required | _ | |
| to identify any savings that can | 2 | assignment to responsible contractor. |
| be attributed this feature for | 3 | Manager time saving by avoidance of manual read of |
| securing budget approval] | | Complaints or assuming dates sent to or received from |
| | | contractor. |
| | | |
| 8. Affected Components: (| check |) (check) |
| | Yes | No |
| RTOC Instructions | | X |
| HELP | X | |
| User Guides | | |
| | X | |
| T sting | X | |
| Infra-structure | X | • |
| Management Reports | | X |
| Database | X | |
| | | |
| 9. Interfaces | | |
| (list any legacy or new interface | 1 | None |
| systems impacted by this change) | • | 110110 |
| [Make sure other interface | | |
| systems are aware of and agree | | |
| with any requirement change that | | |
| impacts them before proceeding] | - | |
| | | |
| | | |
| 10. Work-around: | (che | ck) (check) |
| | Ye | s No |
| (is there a temporary work around?) | X | |
| (describe work around in detail) | 1 | User may use the existing Mgmt. Report "Open |
| [Also identify this in the OSPCM | • | Complaints" which gives the date opened and age of |
| 'known problem' document] | | , |
| - | • | complaint. It has an option to select by ResID. |
| | 2 | It would be necessary to then open the actual complaint |
| | | and look for the date sent to contractor in the complaint |

9/10/98 6844A.doc 2:41 PM 3

text. This would have to be mandatory by local M&P.

Send copy of complaint by Fax to contractor.

3

11. Risks:

| (list factors that impact, | 1 | User dissatisfaction |
|-----------------------------------|---|---|
| positive/negative, not doing this | 2 | Work content not reduced |
| change) | 3 | Contractor responsiveness to customers not easily |
| | | measured |
| | 4 | Status of complaint difficult to determine. |

12. Business Rules:

| (list any business rules or | 1 | Make ResID a required field. |
|--------------------------------|---|---|
| constraints that should apply) | 2 | Allow contractor access only to own data. |
| | 3 | M&P to cover local arbitration of disagreements |
| | 4 | Contractor responsible for Subcontractor (M&P) |
| | 5 | Contractor allowed to close a complaint |

13. Documentation Changes:

| (list affected documents requiring | 1 | Complaint User Guide |
|---|---|----------------------|
| change) [Documentation should | 2 | Help information |
| prepare a checklist covering each document that must be updated | | |
| for this feature] | | |
| ioi iiis ieaturej | | |

14. Special Training Requirements:

| (list any special training required for this feature, i.e., documentation, email, help, cue cards, on sight, etc.) | Update User Guides and Help to reflect. | |
|--|---|--|
|--|---|--|

15. Acceptance Criteria / Test Scenario:

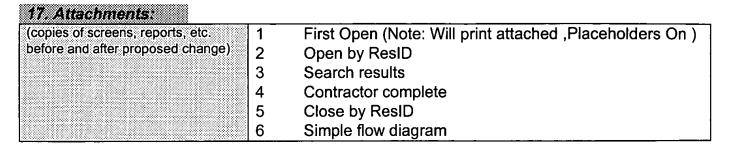
| yxxxyxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
|---|
| 1 Create a complaint & assign to a ResID. Save &close |
| 2 ResID opens Complaints and searches by ResID for |
| open list. |
| Selects, reviews and determines responsible contractor makes notes in text field |
| Assigns to a contractor (by contract # and nickname) in a dropdown for CMC |
| 5 Verify/enter Date Assigned field (default today) |
| 6 Contractor opens new form "Complaints Assigned" that provides search |
| 7 Contractor selects (receive date populates) complaint for review. |
| 8 Contractor reviews (in field or office) and decides to accept and fix as written by ResID in text field. |
| 9 Click field or check boxes to indicate "status" such as accept, reject, and close. |
| 10 Contractor performs work , makes notes in text field, selects check box, enters close date. Saves. |
| 11 Telco opens Complaints and "returned list" (new form) |
| Search for complaint and opens to review status and |
| notes and closure. |
| |

| 12 | Telco satisfied with status and saves. |
|----|--|
| 13 | Note: Steps #1 thru #12 reflect the normal flow. |
| | Other decisions follow and use the normal as a |
| | guide. |
| 14 | In step #2, ResID decides that item belongs to another |
| | Supervisor so either refers back to District office with |
| | text notes or "reassigns" to correct ResID. |
| 15 | Original Telco/ResID enters correct ID in ResID field, |
| | text info and saves. |
| 16 | Now return to Step #2 and follow thru to #12 for the |
| | reassigned ResID. |
| 17 | Next scenario performs Step #1 thru #7 and then in |
| | step #8 contractor does not agree to fix or feels it |
| | belongs to another (e.g., CATV) |
| 18 | Contractor checks "reject" as in #9 and probably calls |
| | Telco/ResID to discuss offline. |
| 19 | Verify that steps #11 and #12 occur correctly , then |
| | assume an agreement with text notes (need a form of |
| | date tracking for such cases) |
| 20 | Return to step #8 for acceptance and on thru #12 |
| 21 | Next case uses step #1 thru #7 and then #18 thru #20 |
| | and now Telco/ResID agrees that item needs to go to |
| | different contractor (e.g., BSW versus MM) or could be |
| 22 | non Telco work (CATV) and need to notify complainer. |
| 22 | Enter new "assignment" ,make text notes and Save |
| 23 | Possible that #21 will also require closing of item - enter date and save. |
| 24 | Dates and status should be verified in the dB. |
| 25 | When available, Management Report should be |
| 23 | verified. |
| 26 | Next scenario adds a related job as in existing |
| 20 | Complaints module. |
| 27 | Perform steps #1 thru #12 but at step #3 see the |
| | Complaints User Guide and relate a Job to the item. |
| | Verify that related info follows thru process. |
| 28 | Review info as needed then Cancel or Exit to return to |
| | Guide. |

16. Implementation:

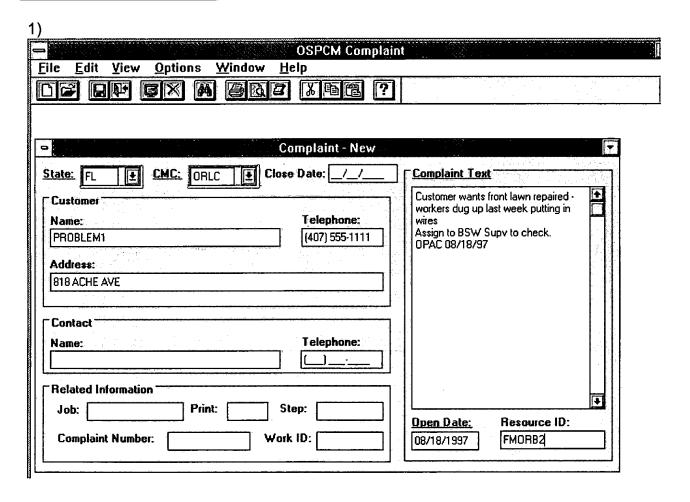
| ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ | |
|---|--|
| (Identify if there is any special 1 | Local agreement is needed as to arbitration methods for |
| implementation issues that need to | returned/rejected complaints |
| be addressed; i.e., field deployment, etc.) | Train District Complaint taker, ResIDs and contractor in |
| Gio.) | new methods |

5

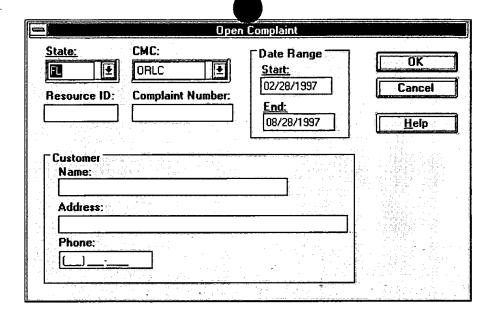


Signatures of Agreement: (add additional rows if necessary)

| BAE: | L. Edgar |
|---------------|----------|
| Lead Analyst: | M. Eike |



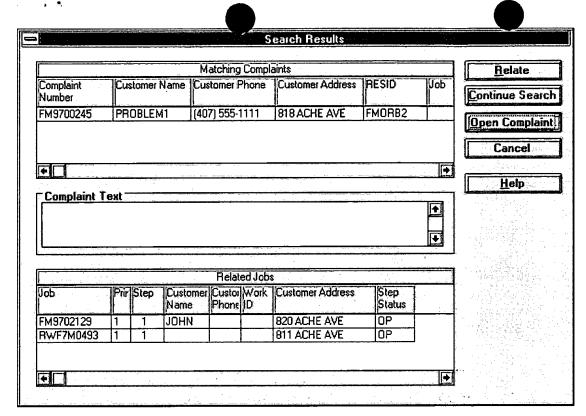
2)



Supervisor (ResID) logs on and opens Complaints

- displays above search form
- situation is daily view so would use ResID ? Can this populate based on logon ?
- could we adapt to also use for contractor with some fields inactive?

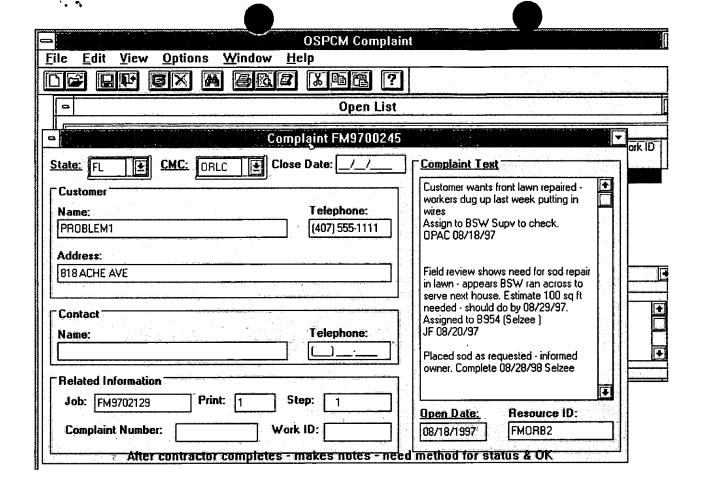
3)



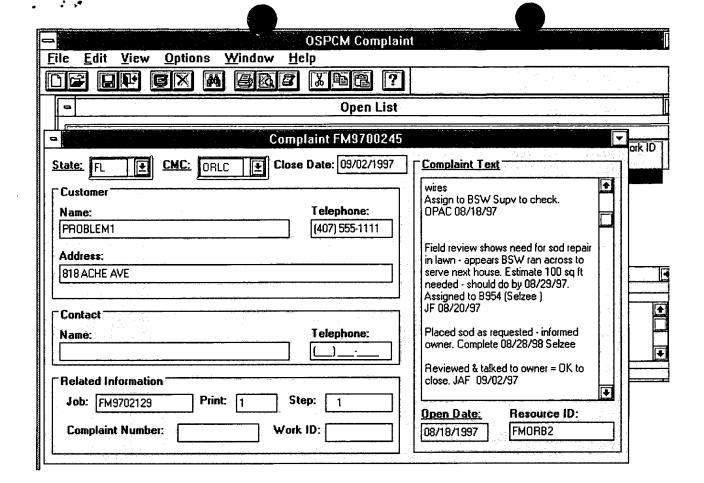
After ResID opens complaint and does search based on address Decides to relate BSW job to complaint - may be wrong - visit will help

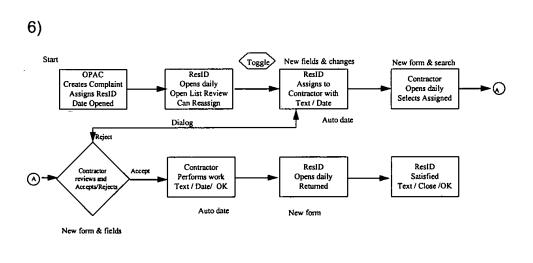
4)

8



5)





Notes: (i) Toggle may be an icon or other method to allow ResID to switch to JE or JE-O for job review & return.

- (2) OPAC is used as creator but may be a District Office or other.
- (3) Auto Date refers to a default or auto populated date
- (4) Dialog implies tel conversations or such to locally resolve rejection text will help.

Feature # 6844A - Contractor access to Complaints and Dates to/from Contractor.

Draft for review

cmplflo.ppt 08/29/97 LAE

Functional Spec. # 7000C

| BAE Start Date: | 03/04/1998 | BAE Name: | Gail Deaton | |
|-------------------------------|--------------------|-------------------------------|------------------|--|
| BAE Comp. Date: | 03/25/1998 | BAE Tele. No.: | (205) 977 - 3615 | |
| BAE Hours: | 4 | LA Assigned: | | |
| | | | | |
| CMVC Component Na | ime: je_ewo | | | |
| | ••••• | | | |
| Associated Defect/Fe | eture No.: | | | |
| - | | T | | |
| Target Release: | | Target Release Date: | | |
| (give target release this nee | eds 2.12 | (give target release date for | 06/98 | |

this enhancement, if

required)

Priority:

| (provide priority from 'feature priority' list - number | hi |
|---|----|
| preliminary assigned by SME) | |

to be in) [Only identify if this

is required for an emergency

release or must be worked in next scheduled release]

| Revision No.: | С | (B, C, etc this will require new signatures) | |
|----------------------|-------|---|--|
| Reason for Revision: | Add c | comments and corrections identified in walkthru on 3/24 | |

| General: | |
|--|--|
| (General Information - nothing is to be typed here; this is for information only about the functional spec process.) | The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided. |
| | 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'. |
| | The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. |
| | 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants. |
| | Continue numbering scheme in your text input under each table to provide traceability for matrixes. |

1. Abstract:

(brief description of change/addition)

- This should pretty closely match
the abstract in CMVC.

1.1 Order quantity for stub should always be "1". Do not allow user to change.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why)

2.1 Field users are entering the footage of the stub. These stubs come already in pre-determined footages as described in the material description. When the user enters the footage of the stub in the order quantity, then that quantity of stubs are ordered.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

3.1 The field is prepopulated with the order quantity for stubs to "1". Do not allow any changes to the prepopulated data.

4. Change/Addition(s):

(detailed description of change/addition)

4.1 On the Placing screen in je_ewo, the order quantity for stub is defaulted to "1".

Do not allow the user to change the prepopulated "1" in the order quantity field for the material category of **CABLE-STUB** and the material subcategory of **STUB**.

5. Performance Requirements:

(list any performance requirements associated with this change) [Identify system response requirements that must be met for user acceptance]

5.1 Performance should not be affected.

6. Dependencies:

(list any defects or features that this enhancement is dependent on or that will be dependent on this feature)

6.1

7. Benefits:

(provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval]

7.1 Save the field users from ordering and receiving large quantities of cable stubs from the factory and then having to process the returns.

2

8. Affected Components:

(check) (check)

Yes A

| RTOC Instructions HELP User Guides Testing Infra-structur Management Reports Database | |
|--|--|
| 9. Interfaces (list any legacy or new interface systems impacted by this change) [Make sure other interface systems are aware of and agree with any requirement change that impacts them before proceeding] | 9.1 |
| 10. Work-around: (is there a temporary work around?) | (check) (check) Yes No |
| (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10.1 |
| 11. Risks: | |
| (list factors that impact, positive/negative, not doing this change) | 11.1 Continue to allow field users to order and pay for huge quantities of cable stubs. |
| 12. Business Rules: | |
| (list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business rule***) | 12.1 Job Entry EWO on the Placing screenAny substep entered with the material category of CABLE-STUB and the subcategory of STUB should always default to "1" in the Order Quantity field. The user should not be able to change this default. |
| 13. Documentation Changes: | |
| (list affected documents requiring change) [Documentation should prepare a checklist covering each document that must be updated for this feature] | 13.1 Change On-Line Help to indicate that the Order Quantity field for the material category of CABLE-STUB and the subcategory of STUB cannot be changed by the user. |
| 14. Special Training/Implemen | ntation Requirements: |
| (list any special training/implementation required for this feature. Identify what will be required to train and implement this feature to the customer, i.e., by documentation, e-mail, help, cue cards, on sight training, etc.) | 14.1 Send out OSPCM Product Bulletin |

بار الم

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

🚧 . i . iz.

15.1 Enter a cable stub in the "A" environment. Verify that the Order Quantity field is prepopulated with a "1". Save the substep, configure and price. Firm the price. Go to materials management an verify that the cable stub is in the "N" status on the requirements screen.

Repeat the above for "B" "U" 'H" environments.

Enter a stub substep and try to overtype the prepopulated quantity of "1" with a larger quantity. The system should not allow this.

Enter a stub substep and try to blank out the prepopulated quantity of "1". The system should not allow this.

Enter a stub substep and try to overtype the prepopulated quantity of "1" with a "0". The system should not allow this.

17. Attachments:

(copies of screens, reports, etc. before and after proposed change - only identify if the customer requires the screen or something on the screen to look a certain way)

16.1

Signatures of Agreement:

(add additional rows if necessary)

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|---|-------|
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| • | |
| | |

L ad Analyst:

Functional Spec. # 7002B

| BAE Start Date: | 09/09/1997 | | BAE Name: | Gail Deaton | |
|---|--------------|-------|--|-------------|--|
| BAE Comp. Date: | 05/21/1998 | | BAE Tele. No.: | 977-3615 | |
| BAE Hours: | 20 | | LA Assigned: | | |
| CMVC Component N | lama: i | e ewo | | | |
| | | e_ewo | | | |
| Associated Defect/F | eature No |).: | | | |
| Target Release: | | | Target Release Date: | | |
| (give target release this no to be in) [Only identify if is required for an emerg release or must be work next scheduled release] | this ency | 2.15 | (give target release date for this enhancement, if required) | | |
| Priority: | | | | | |
| (provide priority from 'feati priority' list - number preliminary assigned by S | | pro | oduction_hi | | |
| Revision No.: | В | | (B, C, etc this will require new si | gnatures) | |
| Reason for Revision | ı: | . 1.7 | | | |

| (General Information - nothing | The purpose of this document is to provide the customer's view of the |
|--|--|
| s to be typed here, this is for | functionality that needs to be changed or added to the existing OSPCM |
| nformation only about the | product. It is not the detail design requirements. It should concentrate on |
| unctional spec process.) | the 'what' that is needed and not on the 'how' it is provided. |
| — ———————————————————————————————————— | 2. All features that are > 40 hours/1 business area require a structured* |
| | inspection walk through process (currently using FAGAN). This is to be |
| | scheduled by the responsible SME for this feature with the testing team |
| | lead, documentation team lead and the IT development Managers. The IT |
| | develop managers will assign the appropriate representatives to attend the |
| | meeting. These inspections are not to inspect the author, they are to be |
| | used to understand the functionality required for development of the 'Detail |
| | Design Document'. |
| | 3. The 'Analysis Phase Specific' checklist must be used; documented and |
| | baselined for each feature. |
| | 4. Any correspondence associated with this feature should also be |
| | documented (i.e., impromptu meetings, phone conversations, etc.) and |
| | associated with the feature number. It should include time, date, and |
| | participants: |
| | 5. Continue numbering scheme in your text input under each table to provide |
| | traceability for matrixes. |
| | 6 |
| | 7. |

1. Abstract:

| (brief description of change/addition) - This should pretty closely match the abstract in CMVC. | Reopen or close jobs Create a new process and screens for EWO and PWO type jobs that will allow the user to reopen a job after auto close. Create a new process and screens for EWO and PWO type jobs that will allow the user to close a job manually before the auto close process. |
|---|---|
| | |

2. Current Problem:

| (brief description of what system | Reopen or close jobs |
|-----------------------------------|---|
| currently does, what needs to be | Currently there is not a process that will allow the user |
| changed, and why) | to reopen a EWO or PWO after that job has been auto |
| | closed. A new process and new screens need to be |
| | created to allow the user to reopen a closed EWO or |
| | PWO. |
| | Currently there is not a process that will allow the user |
| | to close a EWO or PWO before the auto close process. |
| | A new process and new screens need to be created to |
| | allow the user to close a EWO or PWO before the auto |
| | close process. |

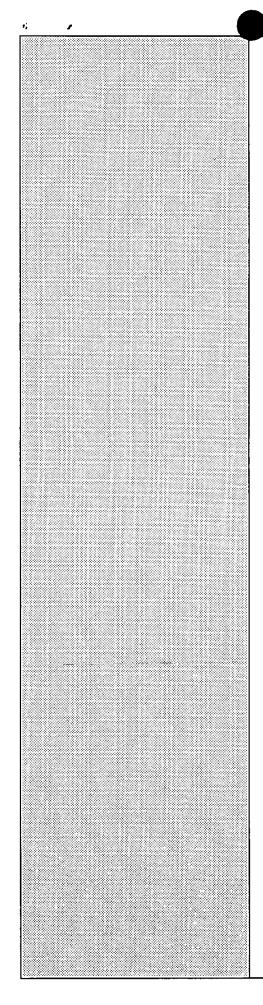
3. Proposed Solution:

| (brief description of what the system will or should do and any general constraints or conditions that limit the solution) | Reopen or close jobs Create new REOPEN JOB menu, toolbar and screens that will allow the user to reopen a closed job Create new CLOSE JOB menu, toolbar and screens that will allow the user to close a job. Need to capture the previous and last CUIDs (or last 2 instances) of who reopened and closed jobs. |
|--|--|
| | |

4. Change/Addition(s):

| (detailed description of | 4 | Reor | pen or close jobs |
|--------------------------|---|------|---|
| change/addition) | | 4.1 | Create a new icon (REOPEN JOB) and place on the main je_ewo tool bar. Icon should always be active. This icon should allow the user to access a new screen to reopen a closed EWO or PWO. 4.1.1 The new screen labeled REOPEN JOB should contain: 4.1.1.1 State |

2



- 4.1.1.2 CMC
- 4.1.1.3 Job Name field
- 4.1.1.4 There should also be a grid labeled Job Name which will contain a drop down of closed jobs when search is selected..
- 4.1.1.5 The user will enter or select the job name desired.
- 4.1.1.6 EMU should be generated if the job number entered is not a closed job.
- 4.1.1.7 EMU should be generated if job is invalid for state.
- 4.1.2 Once entered OSPCM should display a new screen with the following prepopulated information:
 - 4.1.2.1 Job Name
 - 4.1.2.2 State
 - 4.1.2.3 CMC
 - 4.1.2.4 The "end-date" of the job
 - 4.1.2.5 The "closed" date of the job.
 - 4.1.2.6The user should be given two options to reopen the job:
 - 4.1.2.6.1 Reopen the job and reset end date to today's date.

 This option will start the auto close counter and close the job based on the auto close default in the OPF table for this CMC.
 - 4.1.2.6.2 Reopen the job and leave open. This option will leave the job open until it is manually closed by the user. To do this set the Progressive Job Indicator to
- 4.2 Close job
 - 4.2.1 Create a new icon (CLOSE JOB) and place on the main je_ewo tool bar. Icon should always be active. This icon should allow the user to access a new screen to Close a EWO or PWO.
 - 4.2.2 Create new screen and label CLOSE JOB. Screen should contain:
 - 4.2.2.1 State
 - 4.2.2.2 CMC
 - 4.2.2.3 Job Name
 - 4.2.2.4 Job Name grid. This grid should

contain a drop down of all open jobs when Search is selected 4.2.2.5The user will enter or select the job number desired. 4.2.2.6EMU should be issued if the job number entered is already closed. 4.2.2.7 EMU should be generated if job is invalid in State. 4.2.3 Once entered OSPCM should query and display the following job information on a new screen. 4.2.3.1.1If there are substeps open on the job, List the Work ID, Print, Step, WE and WA for all substeps and, the Material Description (for placing and removal screen) of the open substeps. Issue message to user that the above substeps are open and the job cannot be closed. 4.2.4 If all the substeps are closed. Create a new screen labeled CLOSE JOB. The screen should contain: 4.2.4.1.1 Job Name 4.2.4.1.2 State 4.2.4.1.3 CMC 4.2.4.1.4 All the substeps for this job are complete. The last substep close date is xx/xx/xxx. Please enter the job close date. Field should be labeled Close Date. 4.2.4.1.5 Job close date must be between and can include last substep close date and current date. 4.2.4.1.6 EMU should be generated if date if outside of range..

5. Performance Requirements:

(list any performance requirements associated with this change)
[Id ntify system response requirements that must be met for user acceptance]

5 Standard three second response time should be adhered..

6. Dependencies:

| 5 | |
|--|--|
| (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) | 6 None |
| 7. Benefits: | |
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] | 7 Currently the user calls the HELP desk for OSPCM to reopen or close a job. This process is timely for the user and it also adds volume to the HELP desk troubles. This feature will allow the user to perform these functions in a quick manner. |
| 8. Affected Components: (| check) (check) |
| | Yes No |
| RTOC Instructions | |
| HELP | |
| Us r Guides | |
| Testing | |
| Infra-structure | |
| Management Reports | |
| Database | |
| | |
| 9. Interfaces | |
| (list any legacy or new interface systems impacted by this change) | 9 None |
| [Make sure other interface | |
| systems are aware of and agree | |
| with any requirement change that impacts them before proceeding] | |
| impacts them belove proceeding. | |
| 10. Work-around: | (check) (check) |
| | Yes No |
| (is there a temporary work around?) | |
| (describe work around in detail) | 10 Continue to use the HELP desk. |
| [Also identify this in the OSPCM 'known problem' document] | |
| | |
| 11. Risks: | |
| (list factors that impact, | 11 None |
| positive/negative, not doing this change) | |
| (a. 7 | |
| 12. Business Rules: | |
| (list any business rules or | 12 Any user with je_ewo access can reopen or close jobs. |
| constraints that should apply. If business rules are included in the | |
| changes section, identify these with | |
| asterisk in bold, ***business | |
| rule***) | |

13. Documentation Changes:

| (list affe | cted d | ocum | ents r | equiri | ng |
|------------|--------|--------|--------|--------|------|
| change |) [Doc | umen | tatior | ısho | uld |
| prepare | a chi | ecklis | t cove | ering | each |
| docum | ent th | at mu | st be | upda | ted |
| for this | | | | | |

13 Job Entry_EWO user guide. On-line Help

14. Special Training/Implementation Requirements:

| (list any special |
|--------------------------------------|
| training/implementation required for |
| this feature. Identify what will be |
| required to train and implement this |
| feature to the customer, i.e., by |
| documentation, e-mail, help, cue |
| cards, on sight training, etc.) |

14 Release Notes

15. Acceptance Criteria / Test Scenario:

| (list test scenarios required to test |
|---------------------------------------|
| change prior to user acceptance, |
| this can be updated after the |
| detailed design is completed.) |
| REQUIRED Tester should |
| prepare checklist based on these |
| test scenarios for documentation |
| on results of tests. These should |
| be in matrix form identified back |
| to the numbering scheme used in |
| these test scenarios] |
| to the numbering scheme used in |

15 See Attachment

17. Attachments:

| (copies of s | creens, | reports, | etc. |
|---------------|-------------|----------|----------|
| before and | after pro | posed c | hange - |
| only identify | y if the cu | ustomer | requires |
| the screen | or some | lhing on | the |
| screen to lo | | | |

Attachments of proposed screens Test scenarios

Signatures of Agreement: (add additional rows if necessary)

| BAE: | (on file) 5/28/98 |
|---------------|-------------------|
| Lead Analyst: | (on file) 5/28/98 |

7002B 9/10/98 2:44 PM

Functional Spec. # 2375 Carol A. Brechtel June 15, 1997 BAE Name: BAE Start Date: 205-977-3611 June 16, 1997 BAE Tele. No.: BAE Comp. Date: LA Assigned: BAE Hours: CMVC Component Name: MATMGMT Associated Defect/Feature No.: 6574 Target Release: Target Release Date: (give target release date for (give target release this needs 2.1 this enhancement) to be in) Priority: (provide priority from 'feature production hi priority' list - production hi through deferred low Revision No.: Reason for Revision: Subject: (brief description of change) Allow the user to scan for inventory items with less quantity 1 than required. Introduction: (description of what system The automatic inventory scan only searches for and 1 currently does, what needs to displays existing inventory equal to or greater than the be changed, and why) smallest requirement. Need to enhance the system to find and display ALL like existing inventory. Solution: (describe what the system will Small inventory scan (automatic scan) should display ALL or should do and any general existing inventory found to satisfy the requirement constraints or conditions that regardless of the quantity needed to satisfy the limit the solution) requirements. Change(s): (detailed description of Automatic inventory scan should display ALL existing change) - [add additional rows if inventory for like materials. Allow the user to view cable multiple changes] items that are less than the quantity needed on the requirement.

| Performance Requiremen | its. |
|--|--|
| (list any performance requirements associated with this change) | 1 There should be no noticeable affect on performance. |
| Dependencies: | |
| (list any defects or features that this enhancement is dependent on) | 1. None |
| | |
| Benefits: | |
| (provide benefits in dollars, | Allow the user to see all existing inventory for the material |
| reduced headcount, time savings, etc. for doing this | description requested on the scan. |
| work) | Use existing inventory to satisfy a job's requirements |
| 16 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - | |
| Affected Components: | (check) (check) Yes No |
| RTOC Instructions | X |
| HELP | x 🗆 |
| Us r Guides | х 🗆 |
| T sting | x \square |
| Infra-structure | x |
| Management Reports | x |
| Database | □ x |
| Interfaces | |
| (list any legacy or new | 1. None |
| interface systems | |
| impacted by this change) | |
| | |
| Work-around: | (check) (check) |
| | Yes No |
| (is there a temporary work around??) | x |
| (describe work around in detail) | 1. |
| voidii) | |
| Risks: | |
| (list factors that impact, | Material may be ordered when existing inventory could be |
| positive/negative, not doing this change | used. |
| | |
| Business Rules: | 4 District all anishing in contamental and a stiffer the account of the state of th |
| (list any business rules or constraints that should apply) | Display all existing inventory that satisfies the requested scan, regardless of the quantity. |
| r. // | regardess of the quality. |

| Documentation Changes: | • |
|---|---|
| requiring change) 2. Fu | iterials Management User Guide nctional Decomps st Scenarios |
| Acceptance Criteria / Test Scen | ario: |
| (list test scenarios required to test change acceptance) REQUIRED | Encode or select a job with cable requirements Build unassign or surplus inventory to satisfy the requirements. Build the material into several inventory sites. Display the "Job Needed Requirements for Job XX" window Select the substep for the cable requirement Execute an inventory scan Verify that the scan returns ALL like inventory, regardless of the quantity Assign and/or transfer the material. Depending on where the material is located will determine if you need to assign or request a transfer. (Test Scenario may need to be updated if Feature #6574 is worked before this feature) |
| Attachments: | |
| (copies of screens, reports, etc. before and after proposed change) | ne |

Signatures of Agreement:

(add additional rows if

necessary)

L ad Analyst:

BAE:

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3

Functional Spec. # 7012A

| BAE Start Date: May 8, 1998 | BAE Name: | Carol A. Brechtel |
|------------------------------|----------------|-------------------|
| BAE Comp. Date: May 11, 1998 | BAE Tele. No.; | 205-977-3611 |
| BAE Hours: 3 hours | LA Assigned: | Karin Olinger |

| CMVC Component Name: MA | ATMGMT |
|----------------------------------|-------------------------------|
| | |
| Associated Defect/Feature No.: | |
| | |
| Target Release: | Target Release Date: |
| (give target release this needs | (give target release date for |
| to be in) [Only identify if this | this enhancement, if |
| is required for an emergency | required) |
| release or must be worked in | |
| | |

Priority:

| (provide priority from 'feature | |
|---------------------------------|--|
| priority' list - number | |
| preliminary assigned by SME) | |
| premimary assigned by Civilly | |

| Revision No.: | (B, C, etc this will require new signatures) |
|----------------------|--|
| Reason for Revision: | |

General:

| (Genera | ai intori | mation | - noth | ing: |
|------------------------|-----------|---------|---|------|
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| informa | tion on | ly abou | it the | |
| 0000000000000000000000 | | | 010000000000000000000000000000000000000 | |
| function | al spe | POCE | (22 | |
| | | | | |

- The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided.
- 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'.
- The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature.
- 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants.
- Continue numbering scheme in your text input under each table to provide traceability for matrixes.

1. Abstract:

(brief description of change/addition)
- This should pretty closely match
the abstract in CMVC.

1.1 Enhance Materials to read the Job Entry substep remarks and populate the order item remarks when the order is created.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why) 2.1 Today the order remark and order line item remarks can not be populated until the order is created in the Materials Management executable. Any substep remarks entered while encoding the jobs are not read by materials. This feature will allow the user to encode substep remarks while encoding the job and materials will pre-populate the order line items remarks with the substep remarks when the order is created.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

- 3.1 Any substeps remark entered during encoding will be read by materials and the substep remark will appear as the order line item remark when the order is created.
- 3.2 A substep remark can be up to 250 characters but an order item remarks can only be 35 characters. So a substep remark longer than 35 characters will be truncated.
- 3.3 The order line remark will be populated with the first 35 characters of the first remark of the first substep that makes up that order item.

4. Change/Addition(s):

(detailed description of change/addition)

- 4.1 When a order is created, materials will read the substep remarks and populate the order item remarks with the information. The remarks will be sent to OrderMaster.
- 4.2 Substep remark can be up to 250 characters (longer if multiple remarks) but only 35 characters can be sent to OrderMaster. So a substep remark longer than 35 characters will be truncated. The system will populate the order item remarks with the first 35 characters of the substep remark.
- 4.3 The user will need the ability to edit the order item remarks before sending the order to OrderMaster (available today).
- 4.4 The system will populate the order item remarks with the first 35 characters of the first remark of the first substep aggregated to the order item.
- 4.5 Materials will read all substep remarks when an order is created not just the substep remarks associated with DLC/COE equipment.
- 4.6 If the order is marked as emergency and one of the substeps is for consignment material, the substep remark will be overwritten with the ship from consignment remark. This is currently being done by the system.

| 5. Performance Requirements | s: |
|--|---|
| (list any performance requirements associated with this change) [Identify system response requirements that must be met for user acceptance] | 5.1 There should be no noticeable affect on performance |
| 6. Dependencies: | |
| (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) | 6.1 None |
| 7. Benefits: | |
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] | 7.1 The user will have the ability to encode any order item remarks while encoding the job(as substep remarks). 7.2 In many of the districts material is being ordered by the Construction Supervisor they do not remember or know what remarks needs to be sent to the vendor when ordering Central Office Equipment. |
| 8. Affected Components: | (check) (check) |
| | Yes No |
| RTOC Instructions | x |
| HELP User Guides | x |
| Testing | x |
| Infra-structure | |
| Management Reports | x |
| Database | X |
| 9. Interfaces | |
| (list any legacy or new interface systems impacted by this change) [Make sure other interface | 9.1 None |
| systems are aware of and agree with any requirement change that impacts them before proceeding] | |
| ************************************** | |
| 10. Work-around: | (check) (check) Yes No |
| (is there a temporary work around?) | X |
| (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10.1 The user must remember to enter the order item remarks on the Generate Order window before the order is sent to OrderMaster. |

11. Risks:

| (list fa | ctors th | nat im | pact. | |
|----------|----------|--------|-------|-----------|
| | | | | oing this |
| | | ıııve, | not u | ບແນ່ງແນວ |
| chang | e) | | | |
| | | | | |

- 11.1 Today material is being ordered without the correct remarks being sent to the vendor.
- 11.2 Material can be ordered and the user not get exactly what they required or the material may be shipped to the incorrect location.

12. Business Rules:

(list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business rule***)

- 12.1 If the order is marked as emergency and for consignment material any substeps remarks will be over written with the ship from consignment remark.
- 12.2 For this to work properly the user must populate the substep remark field.
- 12.3 The system will populate the order item remarks with the first 35 characters of the first remark of the first substep aggregated to that order item.

13. Documentation Changes:

(list affected documents requiring change) [Documentation should prepare a checklist covering each document that must be updated for this feature]

- 13.1 Job Entry User Guide (to inform the user where the remarks should be entered and that only the first 35 characters are sent to OrderMaster).
- 13.2 Functional Decomps
- 13.3 Help, for both Job Entry & Materials Management
- 13.4 Test Scenario
- 13.5 Material Management User Guide
- 13.6 Material Management Business Solution(s)

14. Special Training/Implementation Requirements:

(list any special training/implementation required for this feature. Identify what will be required to train and implement this feature to the customer, i.e., by documentation, e-mail, help, cue cards, on sight training, etc.)

14.1 None



15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

- 15.1 Encode a job with multiple substeps: one for DLC equipment with a substep remark of 35 characters or less, one for DLC equipment with a substep remark with more than 35 characters, encode several substeps for cable that will be aggregated when the order is created & put a substep remarks on all cable substeps, encode one substep for consignment material, encode a substep with multiple remarks, and encode several substep without substep remarks.
- 15.2 Configure, price and firm the job
- 15.3 In Materials Management create an order and verify that the substep remarks have been populate in the order item remarks field.
- 15.4 For the consignment item verify that when the order is sent to OrderMaster that the order item remarks was changed to the ship from consignment remarks.
- 15.5 For the aggregate cable order verify that the order item remarks is populated with the substep remark from the first aggregate item.
- 15.6 For the item that was encoded with a substep remark greater than 35 characters verify that the remark was truncated and the order item remarks was populated with the first 35 characters.
- 15.7 Verify that all remarks are being passed to OrderMaster properly.

I have listed all the items that need to be test, this can be done by encoding one job or multiple jobs, but created one order or multiple orders I will leave this up to the tester.

17. Attachments:

| (copies | s of scr | eens, r | eports, | etc. | |
|---------|----------|---------|---------|------------|-----|
| before | | | | | |
| only id | | | | | res |
| the scr | een or | someti | ning on | the | |
| screen | to look | a cert | ain wa | <i>/</i> } | |

16.1 None

Signatures of Agreement:

| BAE: | (on file) 5/14/98 | |
|---------------|--------------------|--|
| Lead Analyst: | (on file) 5/14/98 | |

Functional Spec. # 7017B

| BAE Start Date: | 05/22/1998 | BAE Name: | Gail Deaton |
|-----------------|------------|----------------|--------------|
| BAE Comp. Date: | 06/04/1998 | BAE Tele. No.: | 205-977-3615 |
| BAE Hours: | 10 | LA Assigned: | |

CMVC Component Name: je_ewo

Associated Defect/Feature No.:

| Target Release: | | Target Release Date: |
|--|------|--|
| (give target release this needs to be in) [Only identify if this is required for an emergency release or must be worked in next scheduled release] | 2.15 | (give target release date for this enhancement, if required) |

Priority:

 Revision No.:
 B
 (B, C, etc. - this will require new signatures)

 Reason for Revision:
 Walkthru changes

General:

| General: | The aureass of this desument is to assuide the austomor's view of the |
|---|--|
| General Information - nothing s to be typed here, this is for nformation only about the unctional spec process.) | The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided. |
| | 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'. |
| | The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. |
| | Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants. |
| | 5 Continue numbering scheme in your text input under each table to provide traceability for matrixes. |

1. Abstract:

(brief description of change/addition)

- This should pretty closely match
the abstract in CMVC.

1 Placing screen and Placing Replaced Item screen - CWI Information grid - Enable the CWI Qty field for all substeps.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why) 2. The CWI Information grid is only enabled for substeps that require a Depth, Width, Diameter, New/Existing. Substeps not requiring the entries read the Record Qty as the CWI Qty. It has been identified that work actions such as PLAC2 can have a CWI Qty different that the Record Qty. Precast manholes in the 1995 Regional Contract are calculated on cubic feet. The user needs to be able to enter the cubic feet in the CWI Qty field. This feature will allow the user to enter the actual CWI Qty for contract work.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

3. Enable CWI Qty on the Job Entry Placing and the Placing Replaced Item screen for all substeps.

4. Change/Addition(s):

(detailed description of change/addition)

- 4. **Job Entry -Placing screen** Enable the CWI Qty field in the CWI Information grid for all substeps entered on the Placing screen and the Placing Replaced Item screen
 - 4.1. The Depth, Width, Diameter, New/Existing fields should continue to be enabled and defaulted as currently coded. The CWI Qty is presently required when the CWI Information fields of Depth, Width, Diameter or New/Existing is prepopulated.
 - 4.2. For substeps not using Depth, Width, Diameter, New/Existing
 - 4.2.1. CWI Qty is enabled but input it is optional.
 - 4.2.2. "0" zero is not allowed
 - 4.2.3. Null or blank is allowed
 - 4.3. Preconfiguration of substep
 - 4.3.1. Determine if the substep is "C" contract or "T" telco
 - 4.3.1.1. If the substep is "T" telco
 - 4.3.1.1.Always use the Record Qty for STIs
 - 4.3.1.1.2. CWI Qty is ignored
 - 4.3.1.2.If the substep is "C" contract
 - 4.3.1.2.1. Always use the Record

| | Qty for STIs |
|---|--|
| | 4.3.1.2.2. For CWI generation look |
| | at the CWI Qty(s) first. If |
| | populated use this qty. If the |
| | CWI Qty is not populated, |
| | use the Record Qty as the |
| | CWI Qty. |
| | 4.3.2. Configuration will use the quantities |
| | determined in preconfiguration. |
| | |
| | |
| 5. Performance Requirements | ······ |
| (list any performance requirements | 5 Performance should not be affected |
| associated with this change) [Identify system response | |
| requirements that must be met | |
| for user acceptance] | |
| | |
| 6. Dependencies: | |
| (list any defects or features that this | 6 None |
| enhancement is dependent on or that will be dependent on this | |
| feature) | |
| - I | |
| 7. Benefits: | |
| (provide benefits in dollars, reduced | 7 Enable the user to provide accurate contract billing |
| headcount, time savings, etc. for | expections to the master contractors. Reduce the number of |
| doing this work) [This is required to identify any savings that can | CIBEs generated by the contractor. |
| be attributed this feature for | |
| securing budget approval] | |
| | |
| 8. Affected Components: (| check) (check) |
| | Yes No |
| RTOC Instructions | |
| HELP | |
| Us r Guides | |
| T sting | |
| Infra-structure | |
| Management Reports | |
| Database | |
| | |
| * | |
| 9. Interfaces | |
| (list any legacy or new interface | 9 None |
| systems impacted by this change) [Make sure other interface | |
| systems are aware of and agree | |
| with any requirement change that | |

impacts them before proceeding]

| 10. Work-around: | (check) (check) Yes No |
|--|--|
| (is there a temporary work around?) (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10 |
| 11. Risks: | |
| (list factors that impact, positive/negative, not doing this change) | 11 OSPCM is producing inaccurate billing expections to the master contractors for PLAC2 work actions and for precast manholes in the 1995 regional contract. |
| 12. Business Rules: | |
| (list any business rules or constraints that should apply. If business rules are included in the changes section, identify these with asterisk in bold, ***business rule***) | 12 Always ignore the CWI Qty field when preconfiguring Telco substeps.CWI Qty can be greater than, less than, or equal to the Record Qty.CWI Qty cannot be "0" zero. |
| 13. Documentation Changes: | |
| (list affected documents requiring change) [Documentation should prepare a checklist covering each document that must be updated for this feature] | 13 On-line Help User Guides |
| 14. Special Training/Impleme | ntation Requirements: |
| (list any special training/implementation required for this feature. Identify what will be required to train and implement this feature to the customer, i.e., by documentation, e-mail, help, cue cards, on sight training, etc.) | 14 Release Notes |

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

15 Test using the 1995 version of the master contract See Gail Deaton to set up Tables before testing

15.1 Enter a contractor substep on the Placing screen WE= "A" Work Action = "PLAC" FRC= "1C" Material Desc = "40-5" Record Qty = "1" Order Qty = "1"

Verify that the CWI Qty in the CWI Information grid is enabled.

Verify that the Depth, Width, Diameter, New/Existing is not enabled.

Verify a number can be entered in the CWI Qty.
Enter "5" in CWI Qty
Enter a "0". Verify that "0" cannot be entered.

Blank out the field. Verify that the field can be blanked out. Save the substep.

9/10/98 2:47 PM

Configure.

Go to the Contract Detail screen and verify

CWI = "P001A" CWI Qty = "1" CWI = "P405M" CWI Qty = "1"

15.2 Enter a contractor substep on the Placing screen WE= "A" Work Action = "PLAC" FRC= "1C"

Material Desc = "40-5" Record Qty = "1" Order Qty = "1"

Verify that the CWI Qty in the CWI Information grid is enabled.

Verify that the Depth, Width, Diameter, New/Existing is not enabled.

Enter a "0". Verify that "0" cannot be entered.

Blank out the field. Verify that the field can be blanked out.

Enter "5" in CWI Qty

Save the substep.

Configure.

Go to the Contract Detail screen and verify

CWI = "P001B" CWI Qty = "5" CWI = "P405M" CWI Qty = "5"

15.3 Enter a contractor substep on the Placing screen WE= "B" Work Action = "PLAC2" FRC= "45C" Material Desc = "ANMW-100" Record Qty = "1000" Order Qty = "1050"

Verify that the CWI Qty in the CWI Information grid is enabled.

Verify that the Depth, Width, Diameter, New/Existing is not enabled.

Enter "950" in CWI Qty

Save the substep.

Configure.

Go to the Contract Detail screen and verify that the CWI = "C120A" CWI Qty = "950"

15.4 Enter a contractor substep on the Placing screen WE= "B" Work Action = "FP" FRC= "45C" Material Desc = "MH-PC-6x12x12" Record Qty = "1" Order Qty = "1"

Verify that the CWI Qty in the CWI Information grid is enabled.

Verify that the Depth, Width, Diameter, New/Existing is not enabled.

Enter "864" in CWI Qty

Save the substep.

Configure.

Go to the Contract Detail screen and verify that the CWI = "M031B" CWI Qty = "864"

Enter a contractor substep on the Placing screen WE= "B" Work Action = "PLAC" FRC= "45C"

Material Desc = "MH-PC-6x12x12" Record Qty = "1" Order Qty = "1"

Verify that the CWI Qty in the CWI Information grid is enabled.

Verify that the Depth, Width, Diameter, New/Existing is not enabled.

Enter "864" in CWI Qty

Save the substep.

Configure.

Go to the Contract Detail screen and verify that the CWI = "M030B" CWI Qty = "864"

Enter a contractor substep on the Placing screen
WE= "B" Work Action = "PLAC" FRC= "45C"
Material Desc = "ANMW-100" Record Qty = "1860" Order Qty
= "1900"

Verify that the CWI Qty in the CWI Information grid is enabled.

Verify that the Depth, Width, Diameter, New/Existing is enabled.

Verify that the Depth field has a default value.

Check the default value. "24" should be entered if not default.

Enter "1800" in CWI Qty

Save the substep.

Configure.

Go to the Contract Detail screen and verify that the CWI = "C024B" CWI Qty = "1800"

Enter aTelco substep on the Placing screen WE= "A" Work Action = "PLAC" FRC= "22C"

Material Desc = "BKMA-100" Record Qty = "860" Order Qty = "900"

Verify that the CWI Qty in the CWI Information grid is enabled.

Verify that the Depth, Width, Diameter, New/Existing is not enabled.

Save the substep.

Configure.

Go to the 207 Report in Job Entry and verify Record Qty and Order Qty.

Enter aTelco substep on the Placing screen
WE= "A" Work Action = "PLAC" FRC= "22C"
Material Desc = "BKMA-100" Record Qty = "860" Order Qty =

| "900" |
|---|
| Verify that the CWI Qty in the CWI Information grid |
| is enabled. |
| Verify that the Depth, Width, Diameter, New/Existing is not |
| enabled. |
| Enter a "0". Verify that "0" cannot be entered. |
| Blank out the field. Verify that the field can be blanked out |
| Enter "100" in the CWI Qty |
| Save the substep. |
| Configure. |
| Go to the 207 Report in Job Entry and verify Record Qty |
| and Order Qty. |
| Go to substep in database and verify that "100" CWI Qty |
| has been ignored. |

17. Attachments:

| 777770777777777777777777777777777777777 | | |
|---|------|------|
| (copies of screens, reports, etc. | 16.1 | None |
| before and after proposed change - | | |
| only identify if the customer requires | | |
| the screen or something on the | | |
| screen to look a certain way) | | |

Signatures of Agreement:

| (add additional rows it necessary) | |
|------------------------------------|------------------|
| BAE: | (on file) 6/9/98 |
| Lead Analyst: | (on file) 6/9/98 |

ن کې د پېښونو

(provide priority from 'feature

preliminary assigned by SME)

priority' list - number

Functional Spec. # 7020A BAE Name: Gail W. Deaton BAE Start Date: 01/28/1998 BAE Tele. No.: 205-977-3615 01/28/1998 BAE Comp. Date: LA Assigned: BAE Hours: CMVC Component Name: Associated Defect/Feature No.: Target Release Date: Target Release: (give target release this needs (give target release date for 2.10 to be in) [Only identify if this this enhancement, if is required for an emergency required) release or must be worked in next scheduled release] Priority:

| Revision No.: | (B, C, etc this will require new signatures) |
|----------------------|--|
| | , , , , , , , , , , , , , , , , , , , |
| Reason for Revision: | |

Hi

| (General Information - nothing | The purpose of this document is to provide the customer's view of the |
|--|--|
| s to be typed here, this is for | functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on |
| information only about the functional spec process:) | the 'what' that is needed and not on the 'how' it is provided. |
| | 2. All features that are > 40 hours/1 business area require a structured |
| | inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document' |
| | The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. |
| | 4. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants. |
| | Continue numbering scheme in your text input under each table to provide traceability for matrixes: |

1. Abstract:

| (brief descriptio | | | * 0000 1 00 1 0 3 0 0 0 0 0 0 0 0 0 0 0 0 |
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| | | | |

1.1Make the default for the Est. Completion date in job_ewo 30 days from the current date.

2. Current Problem:

| (brief d | escri | otio | า of | what | system |
|----------|--------|------|------|------|----------|
| | | | | | |
| | | | | need | is to be |
| change | ed. ar | nd w | hy) | | |
| | | | | | |

2.1Currently the default for the Est. Completion date is today's date. Designers are not properly changing the date to a realistic date and today's date is being populated as the Est. Completion Date. When the job is FIRMed in Pricing and sent to BSCAS the approval date is after the Est. Completion date. This is causing BSCAS errors to be generated.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution) 3.1Make the default for the Est. Completion date in job_ewo 30 days from the current date. This should eliminate most of the BSCAS errors.

4. Change/Addition(s):

(detailed description of change/addition)

4.1The estimated completion date currently defaults to the current date. With this feature, this date will default to the current date + 30 days. This will be the default for the creation of EWO and PWO jobs. In addition, when the user selects to clone a job, the estimated completion date will default to the current date + 30 days. The user can change the estimated completion date, but it must be the current date or a future date.

5. Performance Requirements:

| | | quirements |
|----------|------|-----------------|
| associa | | |
| [Identif | | nse t be met |
| for use | •••• | r na mar |

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6. Dependencies:

| | | *************************************** | |
|---|------------|---|-------------|
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7. Benefits:

(provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval]

7.1Eliminates BSCAS errors generated to the users. Savings in the time it takes to investigate and correct these errors.

8. Affected Components: (check) (check)

| | Yes No |
|--|---|
| RTOC Instructions | |
| HELP | |
| User Guides Testing | |
| Infra-structure | |
| Management Reports | |
| Database | |
| | |
| 0 1-4-4 | |
| 9. Interfaces (list any legacy or new interface | 9.1 |
| systems impacted by this change) | |
| [Make sure other interface systems are aware of and agree | |
| with any requirement change that | |
| impacts them before proceeding] | |
| 10. Work-around: | (check) (check) |
| 70. FFOX Parobile. | Yes No |
| (is there a temporary work around?) | |
| (describe work around in detail) | 10.1 |
| [Also identify this in the OSPCM 'known problem' document] | |
| | |
| 11. Risks: | |
| (list factors that impact, positive/negative, not doing this | 11.1User acceptance and BSCAS response. |
| change) | |
| | |
| 12. Business Rules: (list any business rules or | 40.4 |
| constraints that should apply. If | 12.1 |
| business rules are included in the | |
| changes section, identify these with asterisk in bold, ***business | |
| rule***) | |
| | * |
| 13. Documentation Changes: (list affected documents requiring | 13.1 |
| change) [Documentation should | 10.1 |
| prepare a checklist covering each document that must be updated | |
| for this feature] | |
| | |
| 14. Special Training/Impleme (list any special | |
| training/implementation required for | 14.1 |
| this feature. Identify what will be | |
| required to train and implement this feature to the customer, i.e., by | |
| documentation, e-mail, help, cue | |
| carde on eight training etc.) | |

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

15.1Enter a new EWO type job in job_entry. Check to make sure the estimated completion date default is 30 days from today.

- Enter a new PWO type job in job_entry. Check to make sure the estimated completion date default is 30 days from today.
- Test to see if the default date of 30 days from today can be changed to the current date or a future date.
- Select the refresh button, the estimated completion date should be reset to the current date + 30 days.

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| before and after proposed change - | | |
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| BAE: | |
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Functional Spec. # 7046A

| | BAE Name: | MARK SEAL |
|----------------------------|----------------|--------------|
| BAE Comp. Date: 11/20/1997 | BAE Tele. No.: | 205-977-3618 |
| BAE Hours: 8.5 | LA Assigned: | |

CMVC Component Name: sched

Associated Defect/Feature No.:

| Target Release: | Target Release Date: |
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| (give target release this needs | (give target release date for |
| to be in) [Only identify if this | this enhancement, if |
| is required for an emergency release or must be worked in | required) |
| next scheduled release] | |

Priority:

| (provide priority from 'feature | SCHED |
|---------------------------------|-------|
| priority' list - number | #1 |
| preliminary assigned by SME) | |

| Revision No.: Reason for Revision: | (B, C, etc this will require new signatures) |
|---------------------------------------|--|
| | |

General:

| General: | | | |
|--|--|--|--|
| (General Information - nothing is to be typed here, this is for information only about the functional spec process.) | The purpose of this document is to provide the customer's view of the functionality that needs to be changed or added to the existing OSPCM product. It is not the detail design requirements. It should concentrate on the 'what' that is needed and not on the 'how' it is provided. | | |
| | 2. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature with the testing team lead, documentation team lead and the IT development Managers. The IT develop managers will assign the appropriate representatives to attend the meeting. These inspections are not to inspect the author, they are to be used to understand the functionality required for development of the 'Detail Design Document'. | | |
| | The 'Analysis Phase Specific' checklist must be used; documented and baselined for each feature. | | |
| | 4 Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants. | | |
| | Continue numbering scheme in your text input under each table to provide traceability for matrixes. | | |

1. Abstract:

(brief description of change/addition)
- This should pretty closely match
the abstract in CMVC.

1.1 Provide the user the ability to choose range of weeks to be displayed on the scheduling screen.

2. Current Problem:

(brief description of what system currently does, what needs to be changed, and why)

2.1 Currently the system may not be able to display a 20 week schedule due to the large number of jobs in a particular CMC.

3. Proposed Solution:

(brief description of what the system will or should do and any general constraints or conditions that limit the solution)

3.1 When the user enters the scheduling module the system should ask the user to enter range of weeks of scheduled work to be displayed.

4. Change/Addition(s):

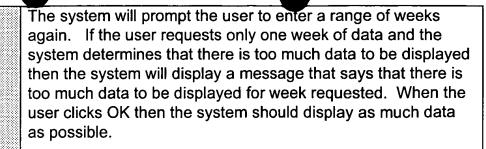
(detailed description of change/addition)

4.1 When the user enters the scheduling module, the scheduling desk top should be displayed. The following tool bar buttons should be active.

20 week limited 20 week unlimited current week next week activity mtce reports

- 4.2 When the user selects the 20 week limited schedule button from the desk top tool bar, the system will display a dialog box asking the user to enter a range of weeks to be displayed. The maximum range that the user can request is 1 to 20 weeks. The system will try to display the requested range of weeks of data. If there is too much data to be displayed then the system will display a message to the user saying that there is too much data to be displayed at once. The system will prompt the user to enter a range of weeks again. If the user requests only one week of data and the system determines that there is too much data to be displayed then the system will display a message that says that there is too much data to be displayed for the week requested. When the user clicks OK then the system should display as much data as possible.
- 4.3 When the user selects the 20 week unlimited schedule button from the desk top tool bar, the system will display a dialog box asking the user to enter a range of weeks to be displayed. The maximum number that the user can request is 1 to 20 weeks. The system will try to display the requested range of weeks of data. If there is too much data to be displayed then the system will display a message to the user saying that there is too much data to be displayed at once.

2



- 4.4 When the user selects the Current week button from the desk top tool bar, the system will only display week 1 data. If the system determines that there is too much data to be displayed then the system will display a message that says that there is too much data to be displayed for week 1. When the user clicks OK then the system should display as much data as possible.
- 4.5 When the user selects the Next week button from the desk top tool bar, the system will only display week 2 data. If the system determines that there is too much data to be displayed then the system will display a message that says that there is too much data to be displayed for week 2. When the user clicks OK then the system should display as much data as possible.
- 4.6 When the user selects the Activity Mtce button from the desk top tool bar then the system will display a dialog box allowing the user to type in the Job name. This is the same dialog box that currently exists in scheduling.
- 4.7 Reports button on the desk top tool bar will be active so that a user can select an available report to be printed even though a schedule screen is not displayed.

5. Performance Requirements:

(list any performance requirements associated with this change)
[Identify system response requirements that must be met for user acceptance]

5.1 By limiting the amount of data requested to be displayed the system should not be displaying buffer overload errors. By only displaying the requested range of weeks of scheduling data performance should increase because the users will likely request less data than is being displayed today.

3

6. Dependencies:

(list any defects or features that this enhancement is dependent on or that will be dependent on this feature)

6.1 NONE

7. Benefits:

| headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for securing budget approval] | because the system is handling and displaying less data. |
|---|--|
| 8. Affected Components: (| check) (check) Yes No |
| RTOC Instructions HELP User Guides Testing Infra-structure Management Reports Database | |
| 9. Interfaces | |
| (list any legacy or new interface systems impacted by this change) [Make sure other interface systems are aware of and agree with any requirement change that impacts them before proceeding] | 9.1 N/A |
| 10. Work-around: (is there a temporary work around?) | (check) (check) Yes No |
| (describe work around in detail) [Also identify this in the OSPCM 'known problem' document] | 10.1 |
| 11. Risks: | |
| (list factors that impact, positive/negative, not doing this change) | 11.1 Some users can't see the scheduling data at all and others will be in the same situation as volumns increase. |
| 12. Business Rules: | |
| (list any business rules or constraints that should apply: | 12.1 See Changes |
| 13 Documentation Changes: | |
| (list affected documents requiring change) [Documentation should prepare a checklist covering each document that must be updated for this feature] | 13.1 User guides, Help |
| 14. Special Training/Impleme | ntation Requirements: |
| (list any special training/implementation required for this feature: Identify what will be | 14.1 Release notes, User Guides and Release notes will document the changes |

required to train and implement this feature to the customer, i.e., by documentation, e-mail, help, cue cards, on sight training, etc.)

15. Acceptance Criteria / Test Scenario:

(list test scenarios required to test change prior to user acceptance, this can be updated after the detailed design is completed.)

REQUIRED [Tester should prepare checklist based on these test scenarios for documentation on results of tests. These should be in matrix form identified back to the numbering scheme used in these test scenarios]

15.1 Verify that when entering the scheduling module, the scheduling desk top is displayed. The following tool bar buttons will be active.

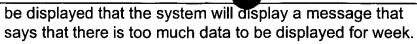
20 week limited 20 week unlimited current week next week activity mtce reports

15.2 20 week limited

- Select the 20 week limited schedule button from the desk top tool bar, the system will display a dialog box asking the user to enter a range of weeks to be displayed. Verify that the maximum number that the user can request is 1 to 20 week range.
- Verify that any range combination from 1 to 20 can be requested.
- Verify that when too much data exists to be displayed that the system displays an message saying that there is too much data to be displayed at once.
- Verify that the system prompts the user to enter the range of weeks requested again.
- Verify that when the user requests only one week of data and the system determines that there is too much data to be displayed that the system will display a message that says that there is too much data to be displayed for week 1.
- Click OK and the system should display as much data as possible.

15.3 20 week unlimited

- Select the 20 week Unlimited schedule button from the desk top tool bar, the system will display a dialog box asking the user to enter a range of weeks to be displayed.
 Verify that the maximum number that the user can request is 1 to 20 weeks.
- Verify that when too much data exists to be displayed that the system displays an message saying that there is too much data to be displayed at once.
- Verify that the system prompts the user to enter the range of weeks requested again.
- Verify that when the user requests only one week of data and the system determines that there is too much data to



 Click OK and the system should display as much data as possible.

15.4 Current week Button

- Verify that when the user selects the Current week button from the desk top tool bar, the system will only display week 1 data.
- Verify that when the system determines that there is too much data to be displayed that the system will displays a message that says there is too much data to be displayed for week 1.
- Verify that when the user clicks OK then the system should display as much data as possible.

15.5 Next Week Button

- Verify that when the user selects the Next week button from the desk top tool bar, the system will only display week 2 data.
- Verify that when the system determines that there is too much data to be displayed that the system will displays a message that says there is too much data to be displayed for week 2.
- Verify that when the user clicks OK then the system should display as much data as possible.

15.6 Activity Mtce Button

 Verify that when the user selects the Activity Mtce button from the desk top tool bar then the system will display a dialog box allowing the user to type in the Job name.

15.7 Reports button

 Verify that the report button on the desk top tool bar will be active so that a user can select an available report to be printed even though a schedule screen is not displayed.

15.8 Verify that when any schedule is displayed that all existing tool bar functionality works as it does today.

17. Attachments:

(copies of screens, reports, etc. before and after proposed change only identify if the customer requires the screen or something on the screen to look a certain way)

16.1 NONE

Signatures of Agreement: (add additional rows if necessary)

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Functional Spec. # 6732A BAE Name: BAE Start Date: 07/11/97 Larry Rice 977-7436 08/04/97 BAE Tele. No.: BAE Comp. Date: BAE Hours: LA Assigned: Job Entry CMVC Component Name: Job Enrty Other Billing & Reporting Management Reports Associated Defect/Feature No.: Target Release Date: Target Release: (give target release this needs (give target release date for to be in) [Only identify if this this enhancement, if is required for an emergency required) release or must be worked in next scheduled release] Priority: (provide priority from 'feature priority' list - number preliminary assigned by SME) (this will require new signatures) Revision No.: Reason for Revision: General: (General Information) 1. All features that are > 40 hours/1 business area require a structured inspection walk through process (currently using FAGAN). This is to be scheduled by the responsible SME for this feature. 2. The 'Analysis Phase Specific' checklist must be used, documented and baselined for each feature. 3. Any correspondence associated with this feature should also be documented (i.e., impromptu meetings, phone conversations, etc.) and associated with the feature number. It should include time, date, and participants. 1. Subject: (brief description of change) The creation of an mechanized Pitlog that would track the life cycle of a pit request for both an Engineering Work Order (EWO) and Routine Work (RW). This process would address the request for both planned (Exhibit 'A') and demand (Exhibit 'B') pits. The Pitlog would provide a mechanized request to the contractor to open and to close a pit, and provide OpenMail notification to Telco when the contractor has opened a planned pit. This process would also create an Open Pitlog Report, Pending Open Request Report

and a Pending Closed Request Report that could be utilized by

both Telco and contractor.

2. The regional standard developed for the mechanized Pitlog <u>must</u> be followed if this process is to function correctly.

2. Introduction:

(description of what system currently does, what needs to be changed, and why)

- Currently the system allows the user to input work tasks that can be defined as a pit in user terms. These are identified for EWO's in JE with the work action of **DIG** that configures the substep with the CWI for open/close a pit. For RW's, the user identifies these work tasks by using one of three work actions of **PIT**, **OPIT**, & **CPIT**. The user provides the CWI appropriate for the work requested either Exhibit 'A' or Exhibit 'B.
- 2. The application lacks a process that would track these work task requests identified by the user as a pit. The application does not have a process in place that would completely track the life cycle for a "pit request". This cycle includes: (1) Identify the need for a pit and provide contractor expectations, (2) Telco request to the contractor to open a pit, (3) actual date the contractor opened the pit, (4) the Telco request to the contractor to close the pit, and (5) the actual date the contractor closed the pit.
- 3. Process should minimize the coding changes required for JE & JEO by utilizing the existing M&P for encoding and requesting both planned (Exhibit 'A') and demand (Exhibit 'B') pits.
- 4. The Pitlog process will use the initial data entered in Job Entry for EWO's and Job Entry Other for RW's (**Process #1**), mechanize the communication of the "Telco Open Pit Request" to the contractor (**Process #2**), mechanize the "Contractor Open Pit" notification (OpenMail) to Telco that the pit was actually opened (**Process #3**), mechanize the "Telco Close Pit Request" to the contractor (**Process #4**), and if the user elects <u>not to use</u> the Pitlog process, then this process <u>would not</u> affect the existing Billing & Reporting process of substep completions by the contractor (**Process #5**)...
- 5. The intent is that the data entry required to provide the contractor billing expectations and pit request be performed only once. For example, if the "Desired Work Date" was entered in JEO that the application would populate the "Telco Requested Open Pit Date" in the Pitlog for a demand (Exhibit 'B') pit. And upon completion by the contractor in B&R-Completions that the application would populate the "Contractor Actual Close Date" in the Pitlog.

Work Flow of Pit Request for Planned Work (Exhibit 'A')

EWO/PWO: Having the designed work encoded in JE, the Telco supervisor has had all of the work locations identified that require a pit. The expectations for each job have been provided to the contractor by the **MP-10484 Engineering Work Order**. However, the contractor has not been notified when actually open the pit substep.

Once the EWO/PWO job has been scheduled and requires that a pit be opened, the Telco Supervisor will access B&R-Open-Pitlog-Telco Open Pit Request and select from the grid the job that Telco wants to have a pit

substep opened. The Telco supervisor will populate the "Telco Open Pit Request Date" field with the date that the pit is to be opened by.

RW: The same process for an EWO Exhibit 'A' pit can also be utilized for RW planned pits. Otherwise, Telco has the option of populating the "Desired Work Date" in JEO at the time the RW substep (**PIT**) is created. Either method will generate notification to the contractor in the same manner discussed next.

This transaction will create an "Open Pit Request" for the contractor in B&R-New Work the next time the contractor requests their New Work Orders. This will be considered the mechanized request to the contractor to open a pit.

Once the contractor has completed opening the pit substep requested, they will select B&R-Open-Pitlog-Contractor Open Pit Update and populate the "Contractor Open Pit Date" field with the actual date the pit substep was opened in the field.

This transaction will then create a notification for each pit that was opened by the contractor and will be OpenMail to the Telco RESID assigned to that substep. This will be considered the mechanized notification from the contractor to Telco that the pit has been opened and ready for Telco forces to work.

After the technician has completed the work operation associated with the pit request, he/she will notify their supervisor that the pit is ready to close.

The Telco Supervisor will then access B&R-Open-Pitlog-Telco Close Pit Request and select from the grid the job that he/she wants to have the pit closed. The Telco Supervisor will populate the "Telco Close Pit Request Date" field with the current date or the date the pit can be closed by the contractor.

This transaction will create a "Close Pit Request" for the contractor in B&R-New Work the next time the contractor requests their New Work Orders. This will be considered the mechanized request to the contractor to close a pit.

Once the contractor has completed closing the pit substep requested, they will select B&R-Completions and populate the data as they are currently doing today for substep completions. The B&R application will populate the "Contractor Closed Pit Date" field in the Pitlog.

With the data entered, the following reports would be available for both the contractor and Telco that will track the planned pits:

- The **Open Pitlog Report** will provide the complete status of each pit that has been opened by the contractor.
- The Pending Open Request Report will provide a list and status of all pit that had been requested by Telco and have not been reported open by the contractor.
- The Pending Close Request Report will provide a list and status of each pit that have been requested to closed by Telco but have not been completed by the contractor.

Work Flow of Pit Request for Demand Work (Exhibit 'B')

Having encoded the demand work in JEO, the Telco supervisor has requested that a contractor be dispatched on an Exhibit 'B' hourly rate to dig at a specific location that will result in a pit being left open.

When Telco generates the initial request using the work action of **OPIT**, Telco will populate the "Desired Work Date" in JEO. This makes the substep available to the contractor and an generates an existing **MP-10482 Routine Work Order** for the contractor as his billing expectations. This becomes the mechanized request to the contractor to open a pit on Exhibit 'B' hourly cost. The process will then populate the "Telco Open Pit Request Date" field in the **Pitlog** for this RW step (RW steps that have a **OPIT** & **CPIT** substep will be reflected in Pitlog as one pit location as a step).

Telco knows that a pit will be left open at this location and created a second substep on the same step using the work action of **CPIT** for either Exhibit 'B' or Exhibit 'A' CWI's to have the pit closed. Telco does not populate the "Desired Work Date" at this time.

Once the contractor has completed this request (**CPIT** substep) in B&R-Completions, the system will populate the "Contractor Open Pit Date" in the **Pitlog**.

Once the Telco work operation has been completed for this RW request, the Telco technician will notify his/her supervisor that this location needs to be closed.

At this time, Telco will populate the "Desired Work Date" in JEO for the second substep on the same step, where the work action is **CPIT**, with the current date or the date Telco wants this location closed. This makes this substep available to the contractor and generates an existing **MP-10482 Routine Work Order** for the contractor as his billing expectations. This becomes the mechanized request to the contractor to close a pit on Exhibit 'B' hourly cost or Exhibit 'A' unit price.

The process will also populate the "Telco Close Pit Request Date" field in the **Pitlog** for this RW step (RW steps that have a **OPIT** & **CPIT** substep will be reflected in Pitlog as one pit location as a step).

Again once the contractor completes the second substep of **CPIT** and the system will populate the "Contractor Closed Pit Date" in **Pitlog**.

With the data entered the following reports would be available for both the contractor and Telco that will track the <u>demand</u> pits:

- The Open Pitlog Report will provide the complete status of each pit that has been opened by the contractor.
- The Pending Open Request Report will provide a list and status of all
 pit that had been requested by Telco and have not been reported open
 by the contractor.
- The Pending Close Request Report will provide a list and status of each pit that have been requested to closed by Telco but have not been completed by the contractor.

3. Solution:

(describe what the system will or should do and any general constraints or conditions that limit the solution)

- A new pit_log table will be created to record the transactions that will enable the user to track the pit request from start to finish.
- 2. The **pit_log** table will be populated by the initial entry in Job Entry for EWO/PWO Exhibit 'A' unit price planned pits.
- 3. The **pit_log** table will populated by the initial entry in Job Entry Other for RW Exhibit 'A' unit price planned pits, and RW & EWO Exhibit 'B' hourly cost demand pits.
 - 3.1. The application will identify demand pits at a <u>step</u> level with an **OPIT** & **CPIT** substep.
 - 3.2. This process will create <u>only</u> one pit_log record for a <u>step</u> that has **OPIT** & **CPIT** substep.
- The M&P developed would allow those substeps identified by the four work actions of DIG, PIT, OPIT & CPIT to be tracked in the Pitlog.
- 5. The updates from the new **Pitlog** selection in Billing & Reporting will populate the dates for:
 - 5.1. Telco Open Pit Request Date
 - 5.2. Contractor Open Pit Date
 - 5.3. Telco Close Pit Request Date
- 6. With the completion of the substep in B&R-Completions by the contractor, this process will populate the date for:
 - 6.1. Contractor Close Pit Date

7. Regional Standard for Pits in JE & JEO

- 7.1. Planned Pits (Exhibit 'A'): For EWO pit substeps, these pit locations will be requested to be open & closed in the new Pitlog. For RW pit locations, the user will have the option of populating the "Desired Work Date" when the RW is being keyed in JEO. Or the user may elect to populate the "Telco Open Pit Request Date" in the new Pitlog. Either scenario will produce the same result. Both EWO & RW planned pits and will be tracked on the three new Pitlog Reports.
 - 7.1.1. Job Entry (JE) Exhibit 'A': The Job Entry configurator currently uses the work action of DIG to configure substeps for Exhibit 'A' CWI's to open/close a pit. No changes would be required for this process.
 - 7.1.2. Job Entry Other (JEO) Exhibit 'A': For those locations (substeps) that a pit is to be open/close on Exhibit 'A' CWI's for Routine Work, the work action of PIT must be used on each substep.
 - 7.1.2.1. For RW planned pits, the Pitlog process will track these requests at a step level.
 - 7.1.2.2. If there are to be multiple pits opened on for this RW then each pit must be created on a separate step. This provides the

unique location/address for each pit request.

- 7.1.3. Both of these transactions will create an occurrence in the pit log for each request
- 7.2. Demand Pits (Exhibit 'B'): These pit substeps will not be requested to be open & closed in the new Pitlog, but will be tracked on the three new Pitlog Reports. The normal process of populating the substep JEO-Desired Work Date for both the OPIT & CPIT substeps will make this work available to the contractor.
 - 7.2.1. Job Entry Other (JEO) Exhibit 'B': For those locations (substeps) were a pit was requested to be opened on Exhibit 'B' CWI's the work action OPIT is used. The user will then create a second step using the work action CPIT to have the pit closed on either Exhibit 'B' hourly cost or Exhibit 'A' unit price.
- 8. For those planned substeps that have been identified as EWO/PWO Exhibit 'A' unit price pits (DIG), and RW Exhibit 'A' unit price pits (PIT), Telco will use the Pitlog to generate MP-???? Open Pit Request work orders. These work orders will appear in B&R-New Work for the contractor to use for their employees dispatch ticket.
- For RW Exhibit 'A' unit price pits (PIT), Telco also the option of populating the "Desired Work Date" in JEO at the time Telco creates the RW Exhibit 'A' request. The process will generate a "Pit Request Work Order" in lieu of the MP-10482 Routine Work Order.
- 10. For those demand substeps that have been identified as EWO or RW Exhibit 'B' hourly cost pits (OPIT/CPIT), Telco will continue to use the existing method of populating the "Desired Work Date" in JEO for each substep when Telco wishes to make the work available to the contractor.
- 11. This process will continue to provide billing expectations, the "Who, What ,Where, When and Why" required for the contractor for Exhibit 'B' expenditures by the "MP-10482 Routine Work Order".
- 12. By using this methodology, all substeps identified as pits will be tracked on the following three new Pitlog Reports: Open Pitlog Report, Pending Open Request Report and Pending Closed Request Report that can be utilized by both Telco and contractor.

4. Change(s):

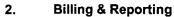
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1. Data Input

- 1.1. EWO/PWO: User enters a Exhibit 'A' substep_ewo where the work action equals DIG in JE. When the application creates, configures and saves the substep_ewo record, the application will create a new pit_log record linking it to the original substep_ewo.
- 1.2. **RW Exh-A:** User creates substep_rw for Exhibit 'A' where the work action equals **PIT** in JEO. When the application saves the substep_rw record the application will create a

new pit_log record linking it to the original substep_rw.

- I.2.1. If the user elects to populate the "Desired Work Date" in JEO the application will populate the "Telco Requested Open Date" field on the pit_log record.
- 1.3. RW Exh-B: User creates the first substep_rw where the work action equals OPIT and the second substep where the work action equals CPIT in JEO. When the application saves the substep_rw record, the application will also create a new pit_log record linking it to the original OPIT substep_rw. The application will create only one occurrence of pit_log for this step_rw.
 - 1.3.1. When Telco populates "Desired Work Date" for the **OPIT** substep in JEO, the application will populate "Telco Requested Open Date" on pit log record.
 - 1.3.2. When Telco populates "Desired Work Date" for the CPIT substep in JEO, the application will populate "Telco Requested Close Date" on pit_log record.
- 1.4. **EWO Exh-B:** User creates the first substep_ewo where the work action equals **OPIT** and the second substep where the work action equals **CPIT** in JEO. When the application saves the substep_ewo record, the application will also create a new pit_log record linking it to the original **OPIT** substep_ewo. The application will create <u>only</u> one occurrence of pit_log for this step_ewo
 - 1.4.1. When Telco populates "Desired Work Date" for the OPIT substep in JEO, the application will populate "Telco Requested Open Date" on pit_log record.
 - 1.4.2. When Telco populates "Desired Work Date" for the **CPIT** substep in JEO, the application will populate "Telco Requested Close Date" on pit_log record.
- 1.5. The new pit record may require an accepted_ind for this table to ensure not sending multiple requests to the contractor.
- 1.6. Once the pit substep has been successfully encoded in either JE or JEO, the application will have created a corresponding pit_log record for each of these pit substeps and steps that have the work action equal to DIG for EWO/PWO Exhibit 'A', PIT for RW Exhibit 'A', and one for a step_rw where there is a step with two substeps of OPIT & CPIT for RW/EWO Exhibit 'B'. The assumption is that there is now a corresponding pit_log record for each substep identified in JE & JEO requiring a pit.
- 1.7. The contracts for JE & JEO will require modification.
- 1.8. Only those substeps that follow the regional standard for encoding of a pit will have a presence in the pit_log table and therefore be considered to track on the Pitlog Reports.



This application will require a new entry of **Pitlog** in the "Open" drop down menu. Upon selection of **Pitlog**, a new drop down menu will populate with the following selections and functions:

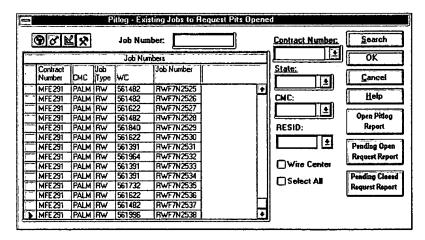
Existing Work Order...
Completions...
CIBE Approval...
Rejections...
Invoices...
Material Corrections...

Eillog... Telco Open Pit Request...

Contractor Open Pit Update... Telco Close Pit Request...

2.1. Telco Open Pit Request . . .

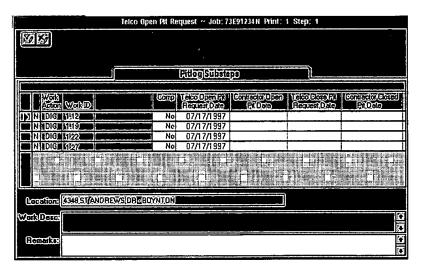
- 2.1.1. This selection will allow Telco to request a pit to be opened in the **Pitlog** for planned pits. The selection criteria are State & CMC, RESID, or Job Number.
- 2.1.2. Telco populates Cont#, State, CMC and RESID to select all planned pit substeps (EWO/PWO & RW) for the selection criteria provided.
- 2.1.3. If the user <u>does not</u> populate RESID, then the application would populate the grid with all pit substeps where the "Telco Requested Open" date was not populated and that are assigned to this RESID.
- 2.1.4. If the user <u>does</u> populate RESID, then the application would populate the grid with all pit substeps where the "Telco Requested Open" date was not populated for the entire CMC.
- 2.1.5. The user can then select from the grid the jobs that Telco wanted to request the pit substep be opened.



2.1.6. Once these jobs have been selected, a drop down box listing the jobs selected with the corresponding print and step information will be provided.

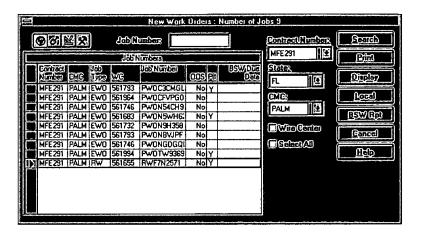


- 2.1.7. The user then is placed on a grid that displays Job, Print, Step and Substep information of the Job, Print & Step that was selected.
- 2.1.8. The user will populate the "Telco Requested Open" date field.
- 2.1.9. This will generate a MP-????? Open Pit Request for the contractor in the B&R-New Work Orders presentation to have the pit substep opened.
- 2.1.10. The "Telco Open Pit Request Date" is for only Telco to populate.



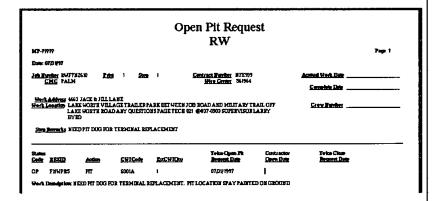
- 2.1.11. When Telco populates the JEO-Desired Work Date for RW Exhibit 'A' planned pits or RW & EWO Exhibit 'B' demand pits, the system will populate these dates in the Pitlog.
- 2.1.12. If Telco where to request one of the demand pit jobs, then the dates would be reflective in the Pitlog.
- 2.2. Contractor Receives Open Pit Request
 - 2.2.1. When the contractor accesses B&R-Completions-New Work, the grid will include a new column for PIT that will enable the contractor to identify his pit requests.
 - 2.2.2. The process by which the contractor will receive their planned EWO/PWO & RW Exhibit 'A' unit

price pit requests to open a pit will utilize the existing procedure of making them available in the B&R-New Work.

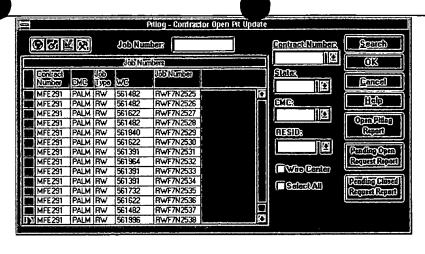


2.2.3. The contractor will receive the new "MP-?????

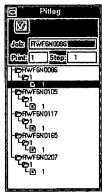
Open Pit Request" for all planned pit substeps that have been requested to be open by Telco.



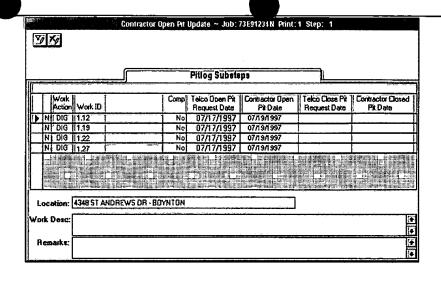
- 2.2.4. The process by which the contractor will receive their demand EWO & RW Exhibit 'B' hourly cost pit requests to open a pit will utilize the existing procedure of making them available in the B&R-New Work.
- 2.2.5. The contractor will continue to receive the MP-10482 Routine Work Order that will provide the request for the **OPIT** substeps.
- 2.3. Contractor Open Pit Update...
 - 2.3.1. This selection allows the contractor to populate the date the contractor actually opened the pit that had been requested to open in **Pitlog** for planned pits.
 - 2.3.2. For demand pits, the B&R-Completions dates are reflected in the Pitlog for these pit requests.
 - 2.3.3. The contractor selects the "Contractor Open Pit Update" selection that will list all jobs that have a pending "Telco Open Pit Request" in the Pitlog.



- 2.3.4. The contractor selects the jobs that are to be populated with the date they where actually opened in the.
- 2.3.5. Once these jobs have been selected a drop down box listing the jobs selected with the corresponding print and step information will be provided.

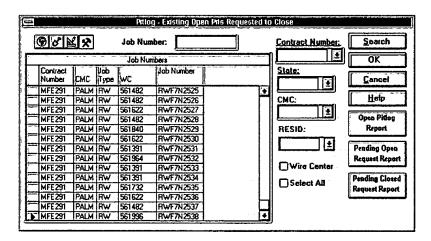


- 2.3.6. The contractor is placed on a grid that displays Job, Print, Step and Substep information.
- 2.3.7. The contractor will populate the "Contractor Open Pit" date with the date that the pit was actually opened in the filed.
- 2.3.8. This will generate a OpenMail notification for planned pits to the owner (RESID) of the substep. This will be the notification from the contractor to Telco that the pit is open and ready to be worked by Telco forces.
- 2.3.9. The "Contractor Open Pit Date" is only to be populated by the Contractor.

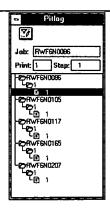


2.4. Telco Close Pit Request . . .

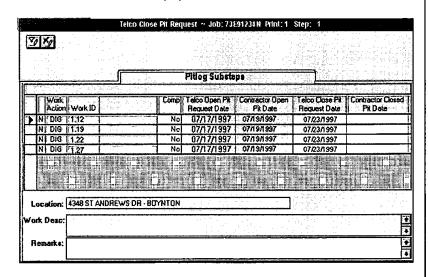
- 2.4.1. This selection will allow Telco to request a planned pit to be closed in the **Pitlog**.
- 2.4.2. Telco populates State & CMC, RESID or Job Number to select all substeps (EWO/PWO & RW) for the selection criteria provided.
- 2.4.3. If the user <u>does</u> populate RESID then the application would populate the grid with all pits substeps where the "Contractor Open Pit" date is populated and that are assigned to this RESID.
- 2.4.4. If the user <u>does not</u> populate RESID then the application would populate the grid with all pits substeps where the "Contractor Open Pit" date is populated for the entire CMC.
- 2.4.5. The user will then select from the grid the jobs that Telco wants to request the pit be closed.



2.4.6. Once these jobs have been selected, a drop down box listing the jobs selected with the corresponding print and step information.

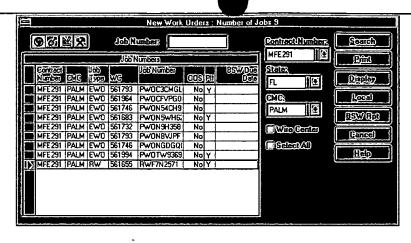


- 2.4.7. The user then is placed on a grid that displays Job, Print, Step and Substep information.
- 2.4.8. The user will populate the "Telco Requested Close" date field for planned pits.
- 2.4.9. This will generate a MP-????? Close Pit Request for the contractor in the B&R-New Work Order presentation to close the pit.
- 2.4.10. The "Telco Close Pit Request Date" is for only Telco to populate.

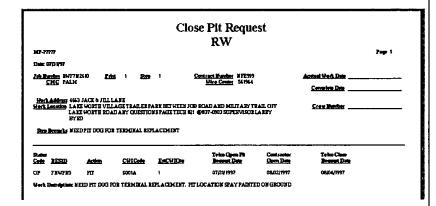


2.5. Contractor Receives Close Pit Request

- 2.5.1. The contractor will access B&R-Completions-New Work. The grid will include a new column for PIT that will enable the contractor to identify his pit requests.
- 2.5.2. The process by which the contractor will receive their planned EWO/PWO & RW Exhibit 'A' unit price pit requests to have a pit closed will utilize the existing procedure of making them available in their New Work.



2.5.3. The contractor will receive the new "MP-????? Close Pit Request" for all planned pit substeps that have been requested to be open by Telco.



- 2.5.4. The process by which the contractor will receive their demand EWO & RW Exhibit 'B' hourly cost pit requests to open a pit will utilize the existing procedure of making them available in the B&R-New Work.
- 2.5.5. The contractor will continue to receive the MP-10482 Routine Work Order that will provide the request for the **CPIT** substeps

2.6. Open Pit Log Report . . .

- 2.6.1. This will generate a Crystal report that will list all pit substeps that are open for the selection criteria provided by the user.
- 2.6.2. The selection criteria is State, CMC, and Cont# with the RESID optional. This will allow the user to request this report for an individual RESID instead of for the entire CMC.
- 2.6.3. This report will reflect the status of all pit substeps that have a "Contractor Open Pit" date populated.
- 2.6.4. The "days" column of the report calculates the number of days a pit has been open (Today Contractor Open Pit Date).
- 2.6.5. This report will be made available to both Telco and

contractor.



2.7. Pending Open Request Report . . .

- 2.7.1. This will generate a Crystal report that will list all pit substeps that have been requested to be open for the selection criteria provided by the user.
- 2.7.2. The selection criteria is State, CMC, and Cont# with the RESID optional. This will allow the user to request this report for an individual RESID instead of for the entire CMC.
- 2.7.3. This report will reflect the status of all pit substeps that have a "Telco Open Pit Requested Date" populated and the "Contractor Open Pit Date" has not been populated.
- 2.7.4. The "days" column of the report calculates the number of days from when the pit was requested to be opened (Today Telco Open Pit Request Date).
- 2.7.5. This report will be made available to both Telco and contractor.

| \$40-20422 | | | | | | | PME: 1 |
|---|-------|--------|------------------|-------------|------------------------------------|---------------------------------|---------------|
| CONTE: 07/1 | 1.567 | 97: 33 | | | NC3 NC34 + N | CONTRACT PERSON CO | orc # |
| | - FET | ITEP | - Code - Code | <i>67</i> 2 | *ONE LEGITISM ANNESS | TELES GROW PLT PERSONS TERMS | NOT THE STORY |
| *************************************** | | • | P1 7 | - | SSEE H. HOLTER TRAIL UPT 125 | \$ 1/1 1/1 96 1 | 141 |
| - | • | | PIT | - | 11 N EDITINA DE EDE. | E 151 151 991 | 144 |
| ********* | • | • | PIT | - | 1925 Helball war - Heelden & Pales | 14134140 | 194 |
| 6-79E 116 | • | • | F | *** | 1911 LABS 200 ED | - \$141 141 36 7 | 100 |
| M4464 133 | • | • | - | | 12621 MITTER ET RP | E1(11(136) | * |
| D-794116 | • | 4 | PHT | ~ | 1114 E 184H 17 | PAUTAM. | • |
| 4C1441100 | • | ** | H-E | 94 | TARN HOUR FREED ET ROTAL MUN | F142111 90+ | • |
| ALII | | HEA | PAT | - | LAN HELE BLOCK | 14000 | ** |
| P6 1111 | | | - | - | UN THE TIM MINE | t retter we | |

2.8. Pending Close Request Report . . .

- 2.8.1. This will generate a Crystal report that will list all pit substeps that have been requested to be closed for the selection criteria provided by the user.
- 2.8.2. The selection criteria is State, CMC, and Cont# with the RESID optional. This will allow the user to request this report for an individual RESID instead of for the entire CMC.
- 2.8.3. This report will reflect the status of all pit substeps that have a "Telco Close Pit Requested Date" populated and the "Contractor Closed Pit Date" has not been populated.

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| . , | | |
|---|---|--|
| | | 2.8.4. The "days" column of the report calculates the number of days from when the pit was requested to be closed (Today - Telco Close Pit Request Date). 2.8.5. This report will be made available to both Telco and contractor. |
| | | |
| | | Mail |
| 5. Performance Requirement | s: | |
| (list any performance requirements associated with this change) [Identify system response requirements that must be met for user acceptance] | 1. | Should <u>not</u> affect performance |
| 6. Dependencies: | | |
| (list any defects or features that this enhancement is dependent on or that will be dependent on this feature) | 1. | None |
| · | | |
| 7. Benefits: | | |
| (provide benefits in dollars, reduced | 1. | Eliminates manual log kept by most Telco supervisors in the field. |
| headcount, time savings, etc. for doing this work) [This is required to identify any savings that can be attributed this feature for | 2. | Mechanizes the request process for Exhibit 'A' planned pits to the contractor for opening and closing requests. |
| securing budget approval] | 3. | Provides positive notification to Telco when the contractor has opened an Exhibit 'A' planned pit. |
| 8. Affected Components: | (check Yes |) (check) No |
| RTOC Instructions | | |
| HELP | Ø | |
| User Guides Testing | Image: section of the content of the con | |
| Infra-structure | ∑ | |
| Management Reports | \square | |
| Database | | |
| 9. Interfaces | I | |
| (list any legacy or new interface | 1. | None |
| systems impacted by this change) [Make sure other interface | | |

| systems are aware of and agree | |
|---|---|
| with any requirement change that | |
| impacts them before proceeding] | |
| | |
| | |
| 10. Work-around: | (check) (check) |
| iv. wuin-around. | |
| | Yes No |
| (is there a temporary work around?) | |
| (describe work around in detail) | 1. |
| [Also identify this in the OSPCM | |
| 'known problem' document] | |
| | |
| 11. Risks: | |
| (list factors that impact, | (-) Will require the Telco supervisor to maintain a manual Pitlog, |
| positive/negative, not doing this | () () () |
| change) | 2. (+) Provides a mechanized Pitlog for a CMC or specific RESID. |
| U / | , |
| | 3. (-) Requires Telco to continue to make manual request to have an |
| | Exhibit 'A" planned pit opened or closed. |
| | |
| | 4. (+) Provides a mechanized way of requesting the opening and |
| | closing of Exhibit 'A' Planned pits for the contractor. |
| | |
| | 5. (+) Provides positive notification to Telco when the Exhibit 'A' |
| | planned pit has been opened. |
| | |
| 12. Business Rules: | |
| (list any business rules or | See text provided |
| constraints that should apply) | · |
| | |
| 13. Documentation Changes: | |
| (list affected documents requiring | 1. User Guides |
| change) [Documentation should | 1.1. Job Entry |
| prepare a checklist covering each | 1.2. Job Entry Other |
| document that must be updated | 1.3. Billing & Reporting |
| for this feature] | , i.e. Simily a reperming |
| | <u></u> |
| 14. Special Training Requirer | nante: |
| | |
| (list any special training required for this feature, i.e., documentation, e- | 1 . |
| mail, help, cue cards, on sight, etc.) | |
| maii, neip, cue carus, on signi, cto./ | |
| | |
| | |
| 15. Acceptance Criteria / Tes | Scenario: |
| (list test scenarios required to test | 1. |
| change prior to user acceptance, | |
| this can be updated after the | |
| detailed design is completed.) | |
| REQUIRED [Tester should | |
| prepare checklist based on these | |
| test scenarios for documentation on results of tests. These should | |
| be in matrix form identified back | |
| to the numbering scheme used in | |
| these test scenarios | |
| mese rest sceugnos] | |

16. Implementation:

| implementation issues that need to be addressed, i.e., field deployment, etc.) | (Identify if there is any special | 1. | The M&P established for this process must be followed for a |
|--|---|----|---|
| | 1 000 000 Table 000 000 000 000 000 000 000 000 000 0 | | planned or demand pit to be tracked on the Pitlog Reports. |
| | etc.) | | |

17. Attachments:

| ************************************** | | |
|--|----|--|
| (copies of screens, reports, etc. | 1. | Attachment A: Open Pitlog Report |
| before and after proposed change) | 2. | Attachment B: Pending Open Request Report |
| | 3. | Attachment C: Pending Close Request Report |
| | 4. | Attachment D: Open Pit Request |
| | 5. | Attachment E: Close Pit Request |

Signatures of Agreement: (add additional rows if necessary)

| BAE: | |
|---------------|--|
| L ad Analyst: | |

X

PAGE : 1 ÿ

OPEN PITLOG REPORT

DATE: 07/20/1997 07:32 PM

MP-10411

100 100 100 100 66 99 98 98 98 CONTR CLOSE PIT DATE TELCO CLOSE PIT REQUEST DATE 07/21/1997 07/21/1997 07/21/1997 07/21/1997 CONTR OPEN PIT DATE 07/20/1997 7661/61/10 7/19/1997 07/19/1997 7661/61/70 7661/61/10 07/20/1997 7661/61/70 07/20/1997 TELCO OPEN PIT REQUEST DATE 07/11/1997 7/11/11997 7111/1997 7661/11/10 07/18/1997 07/18/1997 07/20/1997 07/20/1997 07/20/1997 MANGONIA PARK 6500 N. MILITARY TRAIL LOT 426 ROYAL PALM WORK LOCATION ADDRESS EWO 4262 TUNA FISH DRIVE 12625 WHITBY ST RP 2624 MUIR FIELD CT 4190 CENTURIAN CIR. 1605 LANDS END RD 5420 MAULE WAY 1345 MILK DRIVE 4451 E MAIN ST EWO EWO R.W. RW RW RW RW WORK ACTION PIT OPIT OPIT 12CA OPIT PIT DIG DIG PIT RW 7 12 STEP PRT RWF6N0024 RWF6N0053 RWF6N0117 RWF6N0256 RWF6N0339 RWF6N0536 7E891234N PW091234 JOB NUMBER A1234

Attachment A

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9/10/98

BellSouth OSPCM

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MP-10411

DATE: 07/20/1997 07:32 PM

PENDING OPEN REQUEST REPORT

PAGE : 1

CMC: XXXX

| JOB NUMBER | PRT | STEP | WORK ACTION | JOB TYPE | WORK LOCATION ADDRESS | TELCO OPEN PIT REQUEST DATE | DAYS FROM OPEN REQUEST DATE |
|---------------|-----|------|----------------|-------------|--------------------------------|--------------------------------|--------------------------------|
| RWF6N0024 | 1 | 1 | PIT | RW | 6500 N. MILITARY TRAIL LOT 426 | 07/11/1997 | 100 |
| RWF6N0053 | 7 | 1 | PIT | RW | 4190 CENTURIAN CIR. | 07/17/1997 | 100 |
| RWF6N0117 | - | 1 | PIT | RW | 5420 MAULE WAY MANGONIA PARK | 07/17/1997 | 100 |
| RWF6N0256 | | 7 | RW | RW | 1605 LANDS END RD | 17/17/1997 | 100 |
| RWF6N0339 | 1 | 7 | OPIT | RW | 12625 WHITBY ST RP | 07/18/1997 | 66 |
| RWF6N0536 | 1 | 1 | OPIT | RW | 4451 E MAIN ST | 07/18/1997 | 66 |
| 7E891234N | 1 | 12 | DIG | EWO | 2624 MUIR FIELD CT ROYAL PALM | 07/20/1997 | 86 |
| A1234 | 1 | 12CA | OPIT | EWO | 1345 MILK DRIVE | 07/20/1997 | 86 |
| PWO91234 | | 2 | DIG | EWO | 4262 TUNA FISH DRIVE | 07/20/1997 | 86 |

BellSouth OSPCM

Attachment B

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PENDING CLOSE REQUEST REPORT

MP-10411 DATE: 07/20/1997 07:32 PM

PAGE: 1 CMC: XXXX

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|---------------|---|-------|----------------|-----|---|--------------------------------|------------------------|------------|---------------------------------|
| JOB NUMBER | | STEP | WORK ACTION | | | TELCO OPEN PIT REQUEST DATE | CONTR OPEN PIT DATE | | DAYS FROM CLOSE REQUEST DATE |
| RWF6N0024 | 1 | 1 | PIT | RW | 6500 N. MILITARY TRAIL LOT 426 | 07/17/1997 | 07/19/1997 | 07/21/1997 | |
| RWF6N0256 | | | RW | RW | 1605 LANDS END RD | 07/17/1997 | 07/19/1997 | 07/21/1997 | œ |
| RWF6N0536 | - | 7 | OPIT | RW | 4451 E MAIN ST | 07/18/1997 | 07/19/1997 | 07/21/1997 | 7 |
| 7E891234N | 1 | 12 | DIG | EWO | EWO 2624 MUIR FIELD CT ROYAL PALM | 07/20/1997 | 07/20/1997 | 07/21/1997 | 9 |
| PW091234 | - | 2 DIG | DIG | EWO | EWO 4262 TUNA FISH DRIVE | 07/20/1997 | 07/20/1997 07/21/1997 | 07/21/1997 | vo |

BellSouth OSPCM

Attachment C

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Open Pit Request RW

Page 1

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MP-2222

Date: 07/31/97

Job Number RWF7N2610 CMC PALM

Step Print

Contract Number NFE999 561964 Wire Center

Acxtual Work Date

Complete Date

Crew Number

Work Address 4663 JACK & JILL LANE Work Location LAKE WORTH VILLAGE TRAILER PARK BETWEEN JOB ROAD AND MILITARY TRAIL OFF

LAKE WORTH ROAD ANY QUESTIONS PAGE TECH 821 @837-0903 SUPERVISOR LARRY

Step Remarks NEED PIT DUG FOR TERMINAL REPLACEMENT

Request Date Telco Close Contractor Open Date Telco Open Pit Request Date 07/31/1997 **EstCWIQty** CWICode S001A Action PIT **FNWPR5** RESID Status Code O

Work Description: NEED PIT DUG FOR TERMINAL REPLACEMENT. PIT LOCATION SPAY PAINTED ON GROUND

Attachment D

22

9/10/98

Open Pit Request EWO

MP-?????

Date: 07/31/97

Job Number A1234 CMC PALM

Step Print

Contract Number NFE999
Wire Center 561964

Acxtual Work Date

Page 1

Complete Date

Work Address 4663 JACK & JILL LANE

Remarks NEED PIT DUG FOR TERMINAL REPLACEMENT

| Telco Close Request Date | |
|--------------------------------|------------|
| Contractor Open Date | |
| Telco Open Pit Request Date | 07/31/1997 |
| EstCWIQty | - |
| CWICode | S001B |
| Action WorkID | DIG 1.102 |
| RESID | FNWPR5 |
| Status Code | ďO |

Close Pit Request RW

MP-????

Date: 07/31/97

Job Number RWF7N2610

Step <u>Print</u> CMC PALM

Contract Number NFE999 Wire Center 561964

Acxtual Work Date

Page 1

Complete Date

Crew Number

BYRD

Step Remarks NEED PIT DUG FOR TERMINAL REPLACEMENT

Work Address 4663 JACK & JILL LANE Work Location LAKE WORTH VILLAGE TRAILER PARK BETWEEN JOB ROAD AND MILITARY TRAIL OFF

LAKE WORTH ROAD ANY QUESTIONS PAGE TECH 821 @837-0903 SUPERVISOR LARRY

| Telco Close <u>Request Date</u> | 08/04/1997 |
|---------------------------------------|------------|
| Contractor <u>Open Date</u> | 08/02/1997 |
| Telco Open Pit <u>Request Date</u> | 07/31/1997 |
| EstCWIOty | 1 |
| CWICode | S001A |
| Action | PIT |
| RESID | FNWPR5 |
| Status Code | OP |

Work Description: NEED PIT DUG FOR TERMINAL REPLACEMENT. PIT LOCATION SPAY PAINTED ON GROUND

Close Pit Request **EWO**

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Page 1

MP-????

Date: 07/31/97

Print Job Number A1234 CMC PALM

Step

Contract Number NFE999
Wire Center 561964

Acxtual Work Date

Complete Date

Work Address 4663 JACK & JILL LANE

Remarks NEED PIT DUG FOR TERMINAL REPLACEMENT

| Telco Close <u>Request Date</u> | 08/04/1997 |
|------------------------------------|------------|
| Contractor Open Date | 08/03/1997 |
| Telco Open Pit Request Date | 07/31/1997 |
| EstCWIQty | |
| CWICode | S001B |
| Action WorkID | DIG 1.102 |
| Status Code RESID | OP FNWPR5 |

Attachment E

BAE Functional Requirement Document

Functional Spec.

2042

 BAE Start Date :
 05/22/1996
 BAE Name:
 Gail Deaton

 BAE Comp. Date:
 05/28/1996
 BAE Tele. No.:
 977-3615

 BAE Hours:
 20

CMVC Component Name EXCEPTION GEOGRAPHIC LOCATION EDIT FOR DIGITAL LOOP ELECTRONICS

Associated Defect/Feature No.: 2042

Target Release:

(give target release this needs to be in)

Target Release Date:

(give target release date for this enhancement)

(give target release date for this enhancement)

Priority:

(provide priority from 'feature production_hi priority' list - production_hi through deferred_low

Revision No.:

Reason for Revision:

Subject:

(brief description of change) Add edit into OSPCM Job Entry EWO to ensure that a ExGLC is present and is valid for digital loop electronics (DLE).

Introduction:

(description of what system currently does, what needs to be changed, and why)

OSPCM currently does not require the entry of a ExGLC for digital loop electronics. The addition of this edit will answer a Internal Audit finding for the equipment placement in Network. The failure of ordering equipment to a ExGL results in accounting posting error. The equipment cannot be booked.

A edit needs to be incorporated for placing DLE materials to ensure that a ExGL is entered by the user and that the ExGL is valid in CORTS.

Solution:

(describe what the system will or should do)

The area_req_ind field is already in the ref edit application and Informix database and can be used for this feature. If this field is set to Y, an exception GLC is required. The field is in the frc table and the frc history table. The frc and area_req_ind fields are downloaded as a local table so the field can be used for local VB edits.

Change(s):

(detailed description of change) - [add additional rows if multiple changes]

The area_req_ind field is already in the ref edit application and Informix database and can be used for this feature. If this field is set to Y, an exception GLC is required. The field is in the frc table and the frc history table. The frc and area_req_ind fields are downloaded as a local table so the field can be used for local VB edits

Job entry VB presentation would add several new error messages. Two new Job Entry/Configuration "C" functions required to respond to the "SAVE" function of the VB presentation:

- 1.) Examine the substep FRC and determine if the FRC requires an Exception GLC.
- 2.) Validate the Exception GLC associated with the DLE substeps to ensure:
- a.) it is a valid GLC
- b.) the exception GLC does not belong to a wire center
- c.) the exception GLC does not belong to an inventory site

OPEDS Pricing Contract "C" code required to call the above two new functions to edit substep information coming from OPEDS.

CHANGES TO GUI:

Better correlation between the Materials screens and the substep screens would be necessary. No new fields would be necessary on the Job Entry EWO screens but exception GLC is not on the same screen with the substep information. Exception GLC should be validated as mentioned above. Therefore, when an exception GLC is required, the user should be forced to go to the Materials screens and enter the GLC.

NEW MESSAGES:

- 1. "The FRC associated with this substep requires an Exception GLC".
- 2. "Exception GLC is not a valid GLC."
- 3. "Exception GLC is currently associated with an existing Wire Center."
- 4. "Exception GLC is currently associated with an existing Inventory Site."

NEW/CHANGED CONTRACTS FOR CDF FILE:

Contracts to examine the FRC of the substep and determine if the FRC requires an Exception GLC. Contract to validate GLC to see if already associated with a wire center or an inventory site.

| Performance Requirements: | |
|--|--|
| (list any performance | |
| requirements associated with | |
| this change) | |
| Dependencies: | |
| (list any defects or features | |
| that this enhancement is dependent on) | |

| Benefits: | | • |
|--|------------------------------------|---|
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) | Answers Internal Audit in Network. | finding against DLC equipment placement |
| Affected Components: RTOC Instructions HELP User Guides T sting | (check) (check) Yes No | |
| Infra-structure Management Reports Database | | |
| (is there a temporary work around??) (describe work around in | (check) (check) Yes No | |
| detail) | | |
| Risks: (list factors that impact, positive/negative, not doing this change | Not responding to audit | finding |
| Business Rules: | | |
| (list any business rules that should apply) | | |
| Documentation Changes: | | · |
| (list affected documents requiring change) | | |
| Test Scenario: | | |
| (list test scenarios required to test change) | · | |
| Attachments: | | |
| (copies of screens, reports, etc. before and after proposed change) | | |
| Signatures of Agreements | | |
| BAE: | | |

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BAE Functional Requirement Document

Functional Spec.

1263

04/03/1996 BAE Name: Gail Deaton BAE Start Date: 977-3615 04/05/1996 BAE Tele. No.: BAE Comp. Date: BAE Hours: CMVC Component Name: | CORE TABLES - CONFIGURATION 1263 Associated Defect/Feature No.: Target Release Date: Target Release: (give target release date for (give target release this needs 2.01 06/30/1997 this enhancement) to be in) Priority: (provide priority from 'feature production_hi priority' list - production_hi through deferred low Revision No.: Reason for Revision: Subject: (brief description of change) Add drop down boxes on the Configuration Tables. Introduction: (description of what system The Configuration Editor Module is a district user tool. In adding currently does, what needs to information to the Resource Group/ Work Type screen the user be changed, and why) should have drop down selections. Solution: (describe what the system will Configuration Editor Module - On the Resource Group / Work or should do) Type screen, drop down selection boxes should be available in two

fields.

- The "Schedule Sequence Code" field is edited against the sched sequence table. A drop down selection box should be available to the user. Entries in the drop down selection should be retreived from the sched sequence table, the sched seq cd field.
- The "Contract Type" field is edited against the contract type table. A drop down selection box should be available to the user. Entries in the drop down selection should be retreived from the contract type table, the contract type field.

| Change(s): | | |
|--|------------|--|
| (detailed description of change) - [add additional rows if multiple changes] | See above. | |
| Performance Requireme | ents: | |
| (list any performance requirements associated with this change) | | |
| Dependencies: | | |
| (list any defects or features that this enhancement is dependent on) | | |

| Benefits: | |
|--|--|
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) | Ease of use for the user. Faster selection time. |
| Affected Components: RTOC Instructions HELP Us r Guides Testing Infra-structure Management Reports Database Work-around: | (check) (check) Yes No O O O O O O O O O O O O O O O O O O O |
| (is there a temporary work around??) | |
| (describe work around in detail) | |
| Risks: | |
| (list factors that impact, positive/negative, not doing this change | These tables are not in a presentation that the user is privy to. There are no drop downs to indicate what a valid entry should be. The configuration tables will be a source of user frustration. |
| Business Rules: | |
| (list any business rules that should apply) | |
| Documentation Changes: | |
| (list affected documents requiring change) | |
| Test Scenario: | |
| (list test scenarios required to test change) | |
| Attachments: | |
| (copies of screens, reports, etc. before and after proposed change) | |
| Signatures of Agreement | |
| BAE: | |
| Lead Analyst: | |

BAE Functional Requirement Document

Functional Spec. # 1415 05/15/1997 BAE Name: **Gail Deaton** BAE Start Date: 977-3615 BAE Comp. Date: 05/15/1997 BAE Tele. No.: BAE Hours: LA Assigned: 1 CMVC Component Name: Job Entry - EWO Associated Defect/Feature No.: Target Release: Target Release Date: (give target release this needs phase 3.0 (give target release date for this enhancement) to be in) Priority: (provide priority from 'feature deferred hi priority' list - production hi through deferred low Revision No.: Reason for Revision: Subject: (brief description of change) If a job contains no prints and steps, disable the 1 configuration button. Introduction: (description of what system On the job outline screen the configuration button is enabled currently does, what needs to before any prints and steps are entered. If the user clicks be changed, and why) on the configuration button, OSPCM tries to configure the job. Configuration is kicked off and a message is sent to user. After processing, a successful configuration message is sent to the user. Solution: (describe what the system will Do not allow configuration to be kicked off when the job is or should do and any general empty. constraints or conditions that limit the solution) Change(s): (detailed description of Disable the configuration button until a print, step, substep change) - [add additional rows if has been successfully saved

multiple changes]

4J . 🐒

| Performance Requirements: |
|--|
| (list any performance 1 Performance should not be impacted. requirements associated with this change) |
| Dependencies: (list any defects or features 1. that this enhancement is dependent on) |
| ## Denefits: (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) 1. Save processing time. 2. Enhance user acceptance. |
| Affected Components: (check) Yes No RTOC Instructions |
| Interfaces (list any legacy or new 1. interface systems |
| impacted by this change) |
| Work-around: (check) (check) Yes No (is there a temporary work around??) □ □ □ |
| (describe work around in detail) 1. |
| Risks |
| (list factors that impact, positive/negative, not doing this change 1. Confusion of the user 2. Save processing time |
| Business Rules: |
| (list any business rules or constraints that should apply) 1. Do not allow the configuration process to be kicked off until at least one print, step, substep has been saved. |

Documentation Changes:

| (list affected documents 1. requiring change) | | |
|---|---------|--|
| Acceptance Criteria / Test Sc | enario: | |

| (list test scenarios required to test change prior to user acceptance) REQUIRED | 1 | Enter a new job on the job entry information screen. Save and close. The job outline will appear. Verify that the configuration button is disabled. |
|---|---|--|
| | 2 | Enter a new job on the job entry information screen. Save and close. The job outline will appear. Verify that the configuration button is disabled. |
| | | Enter a print, step, substep to the job. Save and close. On the job entry outline verify that the configuration button is enabled. Configure the job. Verify a successful configuration. |

| (copies of screens, reports, 1. | |
|---|--|
| etc. before and after proposed change) | |
| :hange) | |
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| Nanaures of Aarenments | |
| *************************************** | |
| (add additional rows if | |
| Signatures of Agreement: (add additional rows if necessary) BAE: | |

BAE Functional Requirement Document

Functional Spec. #

1416

BAE Name: Gail Deaton BAE Start Date: 05/15/1997 BAE Comp. Date: 05/15/1997 BAE Tele. No.: 977-3615 BAE Hours: LA Assigned: CMVC Component Name: Job Entry - EWO Associated Defect/Feature No.: Target Release: Target Release Date: (give target release date for (give target release this needs phase 3.0 to be in) this enhancement) Priority: (provide priority from 'feature differed hi priority' list - production_hi through deferred low Revision No.: Reason for Revision: Subject: (brief description of change) PWO type jobs should not allow billing codes or replaced 1 2 Add a edit to ensure that the Job Name starts with PWO. Introduction: (description of what system Currently billing information can be added to a PWO. This currently does, what needs to is not allowable under BellSouth policy. be changed, and why) 2 The Job Name for a PWO type job will currently accept any format. This is unacceptable in that a PWO job type must always start with PWO. Solution: (describe what the system will Add edits to the PWO job to disallow any billing information 1. or should do and any general entries. constraints or conditions that Ensure that a PWO job name start with "PWO....." 2. limit the solution) Change(s): (detailed description of 1. Gray out fields that are for billing information on a PWO.

multiple changes]

change) - [add additional rows if

On the Job Information screen, gray out "CLAIM #"

| | • | On the Placing screen, gray out the "Billing" field |
|---|----------------|--|
| | . • | On the Placing screen, gray out the "Replaced Item" icon. |
| | • | On the Splicing screen, gray out the "Billing" field |
| | • | On the Splicing screen, gray out the "Replaced Item" |
| | 2. On th | icon ne Job Information screen, prepopulate "PWO" in the |
| | | Name field. |
| | <u>.</u> | |
| Performance Requiremen | ts: | |
| (list any performance requirements associated with | 1 P | erformance should not be affected |
| this change) | | |
| Dependencies: | | |
| (list any defects or features | 1. | |
| that this enhancement is dependent on) | | |
| | | |
| Benefits: | | |
| (provide benefits in dollars, reduced headcount, time | | feature will ensure that the user does not enter erroneous |
| savings, etc. for doing this | data | for a PWO type job. |
| work) | | |
| Affected Components: | (check) | (check) |
| RTOC Instructions | Yes | No |
| HELP | | |
| User Guides | \boxtimes | |
| Testing | \boxtimes | |
| Infra-structure Management Reports | | |
| Database | | |
| Interfaces | | |
| (list any legacy or new | 1. | |
| interface systems | | |
| impacted by this change) | | |
| | | |
| Work-around: | (check) Yes | (check) |
| (is there a temporary work | res | No |
| around??) (describe work around in | 1. | |
| detail) | 1. | |
| | | |

Risks:

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| (list factors that impact, 1. This feature will | l angure that the upon does not enter among the | |
|---|---|--|
| ************************************** | This feature will ensure that the user does not enter erroneous information on a PWO type job. | |
| Business Rules: | | |
| ponosanaratar praesa praesponar ponarporar ponerorar na presenta pon a popozopoj. | on cannot be entered on a PWO type job. for a PWO type job must begin with " PWO " | |
| Documentation Changes: | | |
| (list affected documents 1. requiring change) | | |
| Acceptance Criteria / Test Scenario: | | |
| (list test scenarios required to test change prior to user acceptance) REQUIRED | On the Job Information screen, verify that "CLAIM #" is grayed out On the Placing screen, verify that the "Billing" field is grayed out On the Placing screen, verify that the "Replaced Item" icon is grayed out. On the Splicing screen, verify that the "Billing" field grayed out On the Splicing screen, verify that the "Replaced Item" icon grayed out On the Splicing screen, verify that "PWO" is prepopulated in the Job Name field. Enter substep information for placing and splicing. Save and Configure. Verify a successful configuration. | |

(copies of screens, reports, etc. before and after proposed change) Signatures of Agreement: (add additional rows if necessary) BAE: Lead Analyst:

BAE Functional Requirement Document

Functional Spec.

2035

BAE Start Date: BAE Comp. Date: BAE Hours: 11/20/1996 11/21/1996

BAE Name: BAE Tele. No.: Gail Deaton 977-3615

CMVC Component Name:

MATERIAL FURNISHED BY TELCO OR

CONTRACTOR

Associated Defect/Feature No.: 203

Target Release:

Target Release Date:

(give target release this needs to be in)

2.01

(give target release date for this enhancement)

06/30/1996

Priority:

(provide priority from 'feature priority' list - production_hi through deferred_low production hi

Revision No.:

Reason for Revision:

Subject:

(brief description of change)

Add OPF parameter to determine on a CMC level if material will be furnished by Telco, the Master Contractor, or a Vendor.

Introduction:

(description of what system currently does, what needs to be changed, and why) OSPCM currently assumes that the master contractor furnishes all poles, manholes and conduit. A OPF parameter needs to be established to determine at a CMC level, which party will furnish material. This OPF will also establish the ability to handle Vendor provided material.

Solution:

(describe what the system will or should do)

Add OPF parameter to allow the input of the preference of Telco furnished material, Master Contractor, or Vendor furnished material.

Change(s):

(detailed description of change) - [add additional rows if multiple changes]

CORE TABLES OPF

Add a OPF parameter that can be tied to a specific material category and subcategory. This parameter would have three options:

Telco Furnished

| | r Contractor Furnished |
|---------------|--|
| Vendo | or Furnished |
| | |
| JOB ENTRY - E | |
| | ial Status Flag |
| 1. | Telco furnished material will have the material status flag set to "N". |
| 2. | Master Contractor furnished material will have the |
| 3 | material status flag set to "U". Vendor furnished material will have the material |
| 3. | status flag set to "U". |
| | status may set to 0. |
| PRICING | |
| Price | of materials |
| 1. | Telco furnished material - Dollars will be |
| | generated from the average disbursed price of |
| | the material item. |
| 2. | Master Contractor furnished material - Dollars will |
| | be generated from the material CWI code and it's |
| | associated price located in the specific master |
| | contract for the wire center. |
| 3. | Vendor furnished material - Dollars for vendor |
| | supplied material will be generated from the |
| | avg_price_amt_populated in CID. |

| Performance Requirements: | |
|-------------------------------|---|
| (list any performance | |
| requirements associated with | İ |
| this change) | |
| Dependencies: | |
| (list any defects or features | |
| that this enhancement is | |
| dependent on) | |

Benefits: (provide benefits in dollars, Accuracy in the ordering of materials needed for engineering work reduced headcount, time orders. Accurate price amount for the material. The materials will savings, etc. for doing this be inventoried if required and disbursed from inventory when work) completed. (check) (check) Affected Components: Yes No **RTOC Instructions** HELP \boxtimes User Guides X T sting \boxtimes Infra-structure Management Reports **Database** Work-around: (check) (check) No Yes (is there a temporary work П 冈 around??) (describe work around in detail) Risks: (list factors that impact, Poles, conduit and manholes are currently hard coded to be positive/negative, not doing this furnished by the Master Contractor. There are some districts change where Telco does order and place into inventory poles, manholes and conduit. In these particular districts, OSPCM does not generate a material order and this is a manual process. Vendor supplied materials for DLE equipment are becoming more common place. This will allow the district to specify which material items will be supplied by the vendor. Pricing will not reflect the most accurate cost based on who supplies the material. Business Rules: (list any business rules that should apply) Documentation Changes: (list affected documents

Test Scenario:

requiring change)

(list test scenarios required to

| ★ 1.14 | |
|--------------------------------|-------------|
| test change) | |
| Attachments: | |
| (copies of screens, reports, | |
| etc. before and after proposed | |
| change) | |
| Signatures of Agreement: | |
| BAE: | |
| L ad Analyst: | |

BAE Functional Requirement Document Functional Spec.

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| BAE Start Date: 03/25/ | 1996 | BAE Name: | Gail Deaton |
|--|--|--------------------------------|--|
| BAE Comp. Date: 04/01/ | 996 | BAE Tele. No.: | 977-3615 |
| BAE Hours: 17 | |] | |
| CMVC Component Name: | ORE_TABLES- | IOB_ENTRY | |
| | | | |
| Associated Defect/Feature No | <i>i</i> 1084 | | |
| Target Release: | Target | Release Date: | |
| (give target release this needs phate to be in) | | get release date for ancement) | 09/1997 |
| Priority: | | | |
| (provide priority from feature | production_h | i | |
| priority' list - production_hi through deferred_low | | | |
| Revision No.: | | | |
| Reason for Revision: | I | | |
| Subject: | | | |
| (brief description of change) Coo | le the WORK_TY | PE_STI to acce | ot duplicate times. |
| Introduction: | | | |
| \$22225000000000000000000000000000000000 | | | he duplication of a STI code |
| be changed, and why) | in the same calc | uiation method. | |
| Solution: | | | |
| | le the work_type in a calculation n | | for duplicate STI codes |
| / With | iii a calculation n | neulou. | |
| Change(s): (detailed description of The | work type stite | ble should not be | vo any adite for duplication |
| | — · · — | | ve any edits for duplication culation method. The edit |
| sho | uld check to see inst the sti table. | that the code ente | ered is valid. The edit is |
| aya | mor me on table. | | |
| Performance Requirements: | | | |
| requirements associated with this change) | | | |
| | | | |
| Dependencies: (list any defects or features | | | |

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|--|---|-----|
| that this enhancement is dependent on) | | · - |
| unat uno ennancement io | | |
| dependent on) | | |

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| Benefits: | · |
|--|--|
| (provide benefits in dollars, | This feature will add more flexibility in the generation of time for |
| reduced headcount, time | telco and contractors. |
| savings, etc. for doing this work) | |
| work) | |
| Affected Components: | (check) (check) |
| | Yes No |
| RTOC Instructions | |
| HELP | |
| User Guides | |
| T sting | |
| Infra-structure | |
| Management Reports | |
| Database | |
| | |
| Work-around: | (check) (check) |
| | Yes No |
| (is there a temporary work | |
| around??) | |
| (describe work around in detail) | |
| (detail) | <u> </u> |
| Risks: | |
| (list factors that impact, | When productivity becomes a issue in the field, OSPCM must have |
| positive/negative, not doing this | the ability to produce more accurate times for work items. |
| change | |
| _ | |
| Business Rules: | |
| (list any business rules that should apply) | |
| элосіа арруу | |
| Documentation Changes | |
| (list affected documents | |
| requiring change) | |
| | |
| Test Scenario: | |
| ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ | |
| (list test scenarios required to | |
| ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ | |
| (list test scenarios required to test change) | · |
| (list test scenarios required to test change) Attachments: | • |
| (list test scenarios required to test change) | · |
| (list test scenarios required to test change) Attachments: (copies of screens, reports, | • |
| (list test scenarios required to test change) Attachments: (copies of screens, reports, etc. before and after proposed change) | |
| (list test scenarios required to test change) Attachments: (copies of screens, reports, etc. before and after proposed change) Signatures of Agreement | |
| (list test scenarios required to test change) Attachments: (copies of screens, reports, etc. before and after proposed change) | |

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Functional Spec. # 3640

BAE Start Date: BAE Comp. Date: BAE Hours:

December 4, 1996 December 12, 1996

BAE Name: BAE Tele. No.: LA Assigned:

Carol A. Brechtel 205-977-3611

CMVC Component Name:

2.01

Associated Defect/Feeture No.: 3640

Target Release:

Target Release Date:

(give target release this needs to be in)

(give target release date for this enhancement)

July 1, 1997

Priority:

| | | | | | -6000X | | | | | | | |
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Revision No.:

Reason for Revision:

Subject:

| (brief description of change) | Functionality to rename a wire center, move a wire |
|-------------------------------|--|
| | center/inventory site between CMCs, possibility in different states. |
| | The functionality to change resource id's assigned to the jobs that |
| | are involved in the reorg. |

Introductions

| /// | |
|-------------------------------|---|
| (description of what system | The system does not handle the moving or renaming of wire |
| currently does, what needs to | centers and/or inventory sites. Also can not update the resource id |
| be changed, and why) | assigned to a job. |
| | Enhance the system to handle wire center name changes, |
| | movement of wire centers/inventory sites between CMCs, and to |
| | handle changing the resource id's assigned to do work on a job. |

Solution:

(describe what the system will or should do and any general constraints or conditions that limit the solution) New user screens to handle the renaming of wire centers, the movement of inventory sites and wire centers between CMCs, and the changing of resource ids.

Crystal Report to printout the requested reorg information (possibility exist of handling more than one reorg request at a time).

Management Reports to list all jobs involved in the reorg and one that will list all inventory (serialized and non-serialized) that should be moved in the reorg. These reports could be run before the reorg and again after the reorg to ensure that all data was moved properly.

Batch runs that will actually move/update the data in the data bases.

Change(s):

(detailed description of change) - [add additional rows if multiple changes]

Types of reorgs/changes:

- 1. CMC consolidation
- Wire Centers and inventory sites split between two or more CMCs
- 3. Resource ID changed in associated with wire center move
- 4. Wire Center Name Change

If the reorg involves adding a new CMC all navigator contracts must be updated with the new location. Also before the reorg is processed the location table must be updated with the new location.

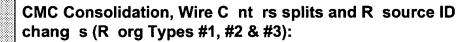
All data will be moved with the reorg batch process, this includes closed and completed job data.

The following OSPCM executable will probably be affected by the reorg:

Billing & Reporting, Complaints, Employee Editor, Inspections, Job Entry EWO, Job Entry Other, Location Editor, OPF Editor, Pricing, Scheduling and Work Station.

Wire Center Name Change (Reorg Type #4):

On a wire center name change OSPCM would need to update all occurrences of the existing wire center name with the new wire center name. Before this type of change can be processed it will be necessary to build all the new wire centers in the location editor.



OSPCM would need to update all occurrences of the old CMC with the new CMC, when inventory sites and wire centers are moved.

If a CMC consolidation or split is being processed the reorg would also need to update all the substeps assigned to resource id to the new resource id. The user would provide the information for these changes by populating the Resource Id window.

Job Entry - if all wire centers on a job are being moved to the same CMC the process should change the primary CMC to the new CMC, at the job header level. If the wire centers on a job are being split between two or more CMCs - the primary CMC should be changed to the CMC of the primary wire center shown on the job header.

Pricing - The CMC is used when printing reports. The CMC should be updated in pricing identical to the change made in job entry.

Configuration Table - If a CMC consolidation is being done update the tables with the new CMC. If wire centers from one CMC are being moved to multiple existing CMC no change is required. If wire centers are being moved from one CMC to multiple CMC, one of which is a new CMC, duplicate the table for the new CMC using the old CMC data

Employee Table - if the old CMC is being deleted and all existing wire centers under that CMC are being moved to the same CMC the process should update the CMC on the employee table.

If the wire centers are being split between multiple CMC the process should use the information on the resource id window to update the CMC and resource id on the employee table. Both Management and non-management employees need to be updated.

The batch process should end date the existing employee record (from CMC and Res ID), and build a new employee record with the to CMC and Res ID.

Workstation - all jobs should be moved to the new CMC, using the same procedures as indicated for job entry.

Insp ctions - CMC information is stored on the inspection tables, when the reorg process is run it will be necessary to update the table with the to CMC. If wire centers are being split between multiple CMC, the process will need to read the wire center to determine which CMC to use.

Location Editor - Move inventory site and wire centers to the new CMC, and end date or delete the old CMC. If all data is being moved to the new CMC I don't see any reason to keep from CMC.

If inventory is being moved from one inventory site to a new or existing inventory site the process will need to delete the "from" inventory site when the process is completed and all inventory has been moved.

Billing & Reporting - All jobs open and closed should be moved. This included all job types: BSW, EWO and RW.

Job Entry Other - All jobs open and closed should be moved. This included all job types: BSW, EWO and RW.

Scheduling - Scheduling read the job entry tables, so when they are updated by the reorg process and when the schedule is run it should pick up the correct data.

Materials Management - Transaction should be generated when ever inventory is moved during the reorg process. A new transaction type will be needed.

If a inventory site is being moved to a new or existing CMC, the inventory site name is not being changed, the process needs to change the CMC name associated with the inventory site. The inventory, serialized and non-serialized, would stay with the inventory site.

If inventory is being moved from one inventory site to a new or existing inventory site - the process must move all serialized and non-serialized inventory to the "to" inventory site.

All material request, material request item, serialized and nonserialized should be changed during the batch process.

Completed orders should be moved during the process, since we are moving all job data, regardless of the status.

If the reorg is attempting to move inventory at one site to multiple inventory sites the user will need to manually move the inventory (serialized and non-serialized) using the transfer process. The batch process would have no way of know what material to move

| , | |
|---|---|
| | where. |
| Performance Requiremen | |
| (list any performance requirements associated with this change) | All updates must be made over the week-end. Reorg could begin on Friday night completing on Sunday so the users could verify that all data was updated correctly. System must be available on Monday morning, normal working hours. |
| Dependencies: | |
| (list any defects or features that this enhancement is dependent on) | None |
| Benefits: (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) | Keep wire center names current and accurate. Keep the system in line with realignment of districts, managers etc. |
| Affected Components: | (check) (check) Yes No |
| RTOC Instructions HELP Us r Guides Testing Infra-structure Management Reports Database | x |
| Interfaces | |
| (list any legacy or new interface systems impacted by this change) | Majority of systems that interface with OSPCM would need to know about the changes we were making. In today's environment this is done by letters to MTR, STAR, Financial Processing, BCAS, Asset Management etc. Any change moving or renaming wire centers in OSPCM would need to be coordinated with OPEDS. For a Wire Center name change OSPCM would need to coordinate the change with LMOS. |
| Work-around: | (check) (check) · Yes No |

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| around??)° | |
|----------------------------------|--|
| (describe work around in detail) | |

Risks:

| (list 1 | 400,000,000 | Activities and the second | | AND AND STATES | 000000000000000000000000000000000000000 | ******** |
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| | | | | | | |

Don't rename the wire centers when area code splits are done, don't move wire centers and inventory sites when CMCs are combined or split. Management would be difficult since it would be almost impossible to pull data on the location you are responsible for. The user would also be required to manually update the resource id assigned to work a substep when changes are made.

Business Rules:

(list any business rules or constraints that should apply)

- 1. All jobs should be moved, closed, completed, open, canceled etc.
- 2. Management Report will not be involved in the reorg process.
- 3. The reorg should not generate duplicate job numbers
- 4. System should be backup before the reorg is run.
- 5. Bid & Award, Regional Contract, BSW LookUp and the Holiday Editor do not need to updated with the reorg process.

THIS IS JUST A START AT LISTING BUSINESS RULES AS THE PROCESS IS DETAILED IT MAY BE NECESSARY TO ADD OTHERS.

Documentation Changes:

(list affected documents requiring change)

No documentation exist for this process. would need to develop M&P, test scenarios and functional decomps

Acceptance Criteria / Test Scenario:

| (list test scenarios required to test change prior to user | Consolidate two existing CMC |
|--|--|
| acceptance) | Split wire centers and inventory sites |
| | between two CMC (one existing and one |
| | new CMC) |
| | Rename several wire centers |
| | 4. Change resource id assigned to do work on |
| | jobs. |
| | DETAILED TEST SCENARIOS WILL BE |
| | FURNISHED AT A LATER DATE. |

Attachments:

| (copies of screens, reports, | Screen Layouts (wire center name change, wire center and |
|--------------------------------|--|
| etc. before and after proposed | inventory site moves, and resource id changes) |
| change) | Manual Reorg Efforts |
| | Open Issues |

Signatures of Agreement: (add additional rows if necessary)

| BAE: | ╝ |
|---------------|-----|
| | |
| Lead Analyst: | - 1 |
| Leau Allaiyot | - 1 |

BAE Functional Requirement Document

Functional Spec.

2355

| BAE Start Date: | 06/13/1996 | BAE Name: | Gail Deaton |
|-----------------|------------|----------------|-------------|
| BAE Comp. Date: | 06/13/1996 | BAE Tele. No.: | 977-3615 |
| BAE Hours: | 5 | | |

| CMVC Component Name: | Job Entry - EWO | ability to print OSPCM messages | |
|----------------------|-----------------|---------------------------------|--|
|----------------------|-----------------|---------------------------------|--|

| Target Release: | | Target Release Date: | |
|---|-----|---|----------|
| (give target release this needs to be in) | 2.0 | (give target release date for this enhancement) | /02/1997 |

Priority:

| (provide priority from 'feature priority' list - production_hi | • |
|---|---|
| through deferred_low | |

| Revision No.: | |
|---------------------|--|
| Peacon for Povicion | |
| | |

Subject:

| ************************************** | |
|--|--|
| (description of change) | Job Entry- EWO module - give the user the ability to print OSPCM |
| | generated messages |

Introduction:

| III WOOD WOOD WARE | |
|-------------------------------|--|
| (description of what system | Currently Job Entry will generate messages for the user. Some of |
| currently does, what needs to | these messages are lengthy. There is no print capability for the |
| be changed, and why) | message. The user must remember the message or write down |
| | the message. |

Solution:

| (describe what the system will | Give the user print capability for OSPCM generated messages in |
|--------------------------------|--|
| or should do) | Job Entry - EWO. |

Change(s):

| (detailed description of | OSPCM should provide print functionality for modal error screens. |
|-----------------------------------|---|
| change) - [add additional rows if | This functionality should be added in 3 places: the substep save |
| multiple changes] | error screen, the delete warnings and error messages, and the |
| | configuration error messages. |

Performance brief

| nequi ementa. | | | |
|------------------------------|----|------|--|
| (list any performance | 8 | | |
| requirements associated with | | | |
| | 4) | | |

| this change) | |
|-------------------------------|--|
| Dependencies: | |
| (list any defects or features | |
| that this enhancement is | |
| dependent on) | |

| Benefits: | |
|--|---|
| (provide benefits in dollars, | Ease of use; more rapid error resolution. |
| reduced headcount, time | Save processing time - the user is forced to recreate the error |
| savings, etc. for doing this | message if they do not remember the original message. |
| work) | |
| Affected Components: | (check) (check) |
| Anecieu Components. | Yes No |
| RTOC Instructions | |
| HELP | |
| User Guides | |
| | |
| Testing Infra-structure | |
| | |
| Management Reports | |
| Database | |
| 14/2_1/2_2 | |
| Work-around: | (check) (check) |
| (is the cook to see a cook to set | Yes No |
| (is there a temporary work around??) | |
| (describe work around in | |
| detail) | |
| | |
| Risks: | |
| (list factors that impact, | User acceptability of product will be at risk if this is not |
| positive/negative, not doing this | implemented. |
| change | |
| Business Rules: | |
| (list any business rules that | |
| should apply) | |
| | |
| Documentation Changes. | |
| (list affected documents | |
| requiring change) | |
| Test Scenario: | |
| (list test scenarios required to | |
| test change) | |
| Control to the control of the contro | |
| Attachments: | |
| (copies of screens, reports, | |
| etc. before and after proposed | |
| change) | L |
| | |
| Signatures of Agreement | <u> </u> |
| BAE: | |
| L ad Analyst: | |

BAE Functional Requirement Document

Functional Spec.#

3794

 BAE Start Date:
 12/01/1996
 BAE Name:
 Larry Rice

 BAE Comp. Date:
 12/02/1996
 BAE Tele: No.:
 977-7436

 BAE Hours:
 3.0

CMVC Component Name: bill_report

Associated Defect/Feature No.:

| Target Release: | | Target Release Date: | |
|---|-----|---|-------|
| (give target release this needs to be in) | 2.0 | (give target release date for this enhancement) | Pilot |

Priority:

| (provide priority from 'feature priority' list - production_hi through deferred_low | prod_hi |
|---|---------|
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| Reason for Revision: | | |
| | | |

Subject:

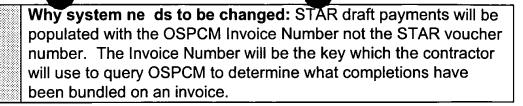
| (brief description of change) | Make the necessary software changes to facilitate the invoicing |
|-------------------------------|---|
| | changes required for the Supplier Transactions and Remittance |
| | (STAR) system. |

Introduction:

(description of what system currently does, what needs to be changed, and why)

What system currently does: Today OSPCM provides a mechanized feed to SAVE/MAPS that bundles the contractor completions to invoices and then creates a voucher. The voucher number is generated by OSPCM and is printed on the pay draft generated by SAVE/MAPS. This voucher number enables the contractor to identify step & substep completions in OSPCM that have been bundled on an invoice and voucher. The SAVE/MAPS system will be replaced by the Supplier Transactions and Remittance (STAR) system effective January 1, 1997. STAR does not use OSPCM generated vouchers but instead is a one-to-one OSPCM invoice to a STAR voucher.

What needs to be changed: Billing & Reporting needs to revise all VB presentations and Crystal reports that use the Voucher as a key to determine payment for the contractor. The contractors will use only the Invoice Number when navigating the B&R screens when query about payments. All functionality that dealt with Vouchers will be focused on an Invoice, with <u>all</u> references to Vouchers eliminated.



Solution:

| (describe what the system will | The Billing & Reporting VB presentation for Vouchers will need to |
|--------------------------------|---|
| or should do) | be modified to present only the Invoices. All references to |
| | Vouchers for VB GUI and Crystal reports will be changed to focus |
| | on the Invoice Number. The logic to display the current 90 day |
| | billing should stay the same. The server process that bundles |
| | completions to an invoice should always try to maximize the STAR |

limit of 250 detail lines on an invoice.

Change(s):

(detailed description of change) - [add additional rows if multiple changes]

- Modify Main Menu selection from Vouchers to Invoices.
- Remove Voucher control from Identify the Invoice frame.
- Group the State, CMC & Contract # controls within the **Identify** the **Invoice** frame.
- Remove Vouchers grid from Identify the Invoice frame.
- Relocate Invoice grid to be centered on the Identify the Invoice frame.
- Add Job Number text box to the Identify the Invoice frame.
- Expand Invoices grid size to display more invoice detail lines on the Invoice Number screen.
- Add Job Number grid to frame to display invoice detail lines on the Job Number screen.
- Remove <u>all</u> references to Voucher from <u>all</u> frames, screens and Crystal reports.

Performance Requirements:

(list any performance requirements associated with this change)

Ensure that the 90 day time period does not impact on response time to populate this grid. May need to re-evaluate the time frame and consider 60 days if performance becomes and issue.

Dependencies:

| (list any defects or features | The removal of the Voucher grid is dependent on the success of |
|-------------------------------|--|
| that this enhancement is | the Phase I changes made for the initial OSPCM/STAR source |
| dependent on) | feed changes effective 01-01-97. With the existing SAVE/MAPS |

vouchers still in the 90 day window through the end of March, the contractor will still need the ability to relate OSPCM generated Voucher Number to Invoice Number for a period of time after the initial implementation. This will probably me a mote point with the scheduled field trail date of May 1997. This will be well past the 90 day window at the time OSPCM Phase II goes to field trial.

Benefits:

| (prov | ide b | enefit | s in o | dollars, |
|-------|-------|--------|--------|----------|
| reduc | | | | |
| | | | | |
| savin | gs, e | tc. to | doir | ng this |
| work | 1 | | | |

- No headcount reduction
- No benefit in dollar savings
- Required functional changes imposed by the Phoenix project

| Affected Components: | (check) (check) Yes No |
|------------------------------------|---------------------------|
| RTOC Instructions | , |
| HELP User Guides | √ √ |
| Testing | , · |
| Infra-structure Management Reports | · |
| Database | V |

| Work-around: (check) (check) Yes No | |
|--|--|
| (is there a temporary work √ around??) | |
| (describe work around in detail) | |

Risks:

| is |
|----|
| |
| |
| |
| |

The contractor will have no way of matching his draft payment information with OSPCM data unless the Invoice Number is used as the key for payment queries. The OSPCM generated Voucher Number will have <u>no</u> meaning with the implementation of STAR.

Business Rules:

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The server process should maximize the STAR limit of 250 invoice detail lines on an invoice. The reduction of the number of invoices generated by this bundling process will make the process much simpler for the contractor to determine what completions are bundled on an invoice for payment.

3

Documentation Changes:

| Bocumentation Onlinges | | |
|--------------------------|---|-------------------|
| (list affected documents | • | HELP |
| requiring change) | • | User Guide |
| | • | Instructor Guide |
| | • | Functional Decomp |
| | • | Test plan |

| Test Scenario: | |
|---|--|
| (list test scenarios required to | |
| test change) | |
| Attachments: | |
| *************************************** | |
| (copies of screens, reports, | |
| etc. before and after proposed | |
| change) | |
| | |
| Signatures of Agreement: | |
| BAE: | |
| Lead Analyst: | |



Functional Spec. # 6254

| BAE Start Date: 04/30/97 | BAE Name: | Larry Rice |
|--------------------------|-----------------------------|------------|
| BAE Comp. Date: 05/01/97 | BAE Name: BAE Tele. No.: | 977-7436 |
| BAE Hours: 2.0 Hours | LA Assigned: | |

CMVC Component Name: | bill_report

Associated Defect/Feature No.: 6254

| Target Release: | | Target Release Date: | |
|---|------|---|----------|
| (give target release this needs to be in) | 2.01 | (give target release date for this enhancement) | 06/01/97 |

Priority:

| (provide priority from 'feature priority' list - production_hi through deferred_low | production_hi |
|---|---------------|

| Revision No.: | |
|---------------|---------------|
| | $\overline{}$ |
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| | |
| | |

Subject:

| (brief description of change) In Phase 2.0 as well as in Phase I.09, any time that Routine Work, EWO Exhibit 'B' or EWO Exhibit 'B/A' work orders are requested to display, print or local, all steps are printed regardless whether they have open or closed substeps on a step. The application needs to be changed so that only those steps that have open substeps will display, print or local download when requested in New and Existing. | Vuvjevi. | | |
|---|-------------------------------|---|---|
| | (brief description of change) | 1 | Work, EWO Exhibit 'B' or EWO Exhibit 'B/A' work orders are requested to display, print or local, all steps are printed regardless whether they have open or closed substeps on a step. The application needs to be changed so that only those steps that have open substeps will display, print |

Introduction:

| (description of what system currently does, what needs to be changed, and why) | 1 Currently when work orders for Routine Work, EWO Exhibit 'B' or EWO Exhibit 'B/A' are requested to display, print or local, all steps for the job requested are displayed, printed or downloaded to the clients C drive, regardless of there status of 'OP' or 'CO'. |
|--|--|
| | The application needs to be changed so that only those work orders for Routine Work, EWO Exhibit 'B' or EWO Exhibit 'B/A' that have at least one open substep on a step display, print or local when requested from New or Existing by the contractor. |

| 3 | When the contractor selects a RW or EWO job to display, |
|---|---|
| | print or local in New or Existing, the search retrieves all jobs, |
| | prints, steps and substeps, regardless if they are 'OP' or |
| | 'CO'. If a job were to have (99) closed steps and (1) open |
| | step, the application will print all (100) steps. This would |
| | require the contractor to sift through these (100) work orders |
| | to find the (1) that still required work to be dispatched on. |
| | |

Solution:

| (desc | inbe v | vnat tr | ne sy: | stem wi |
|---------|--------|---------|--------|---------|
| or sh | ould d | lo and | anv | general |
| | | | | ns that |
| | | | | แร แสเ |
| limit t | he so | lution) |) | |

For New and Existing, when the contractor requests work orders for Routine Work, EWO Exhibit 'B' or EWO Exhibit 'B/A', only those work orders that have at least one open substep on a step should be retrieved and displayed, printed or downloaded to the clients C drive.

Change(s):

| (deta | ailed | desc | ript | ion | of | |
|--------|-------|------|------|-----|----|-------|
| chan | | | | | | vs if |
| multip | | | | | | |

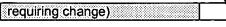
New Work Orders for RW, EWO Exhibit 'B' & EWO Exhibit 'B/A'

- Retrieve and then display, print or local all job numbers that have at least one open substep on a step and <u>have not</u> been accepted by the contractor.
- If there are multiple substeps on a step then display all substeps for each step that have at least one open substep on the step and display the status code for each susbtep.
- If there are no open substeps on a step then do not display, print, local that step.
- For each work order page break on each step number, sorted by Job, Print and Step Number.

1. Existing Work Orders for RW, EWO Exhibit 'B' & EWO Exhibit 'B/A'

- Retrieve and then display, print or local all job numbers that have at least one open substep on a step.
- If there are multiple substeps on a step then display all substeps for each step that have at least one open substep on the step and display the status code for each susbtep.
- If there are no open substeps on a step then do not display, print, local that step.
- For each work order page break on each step number, sorted by Job, Print and Step Number.

| Performance Requiremen | ts: |
|--|--|
| (list any performance requirements associated with this change) | 1 Changes should not impact on performance. |
| ans change) | |
| Dependencies: | |
| (list any defects or features that this enhancement is dependent on) | 1. None |
| ************************************** | |
| | |
| Benefits: | |
| (provide benefits in dollars, | For the contractor, only those work orders that have work |
| reduced headcount, time savings, etc. for doing this | remaining to complete will display, print or local. |
| work) | |
| | |
| Affected Components: | (check) (check) |
| RTOC Instructions | Yes No |
| HELP | |
| User Guides | |
| T sting | |
| Infra-structure | |
| Management Reports | |
| Database | |
| | |
| Interfaces | |
| (list any legacy or new | 1. None |
| interface systems | |
| impacted by this change) | |
| | |
| Work-around: | |
| wark-around. | (check) (check) Yes No |
| (is there a temporary work | |
| around??) | |
| (describe work around in | 1. |
| detail) | |
| Risks: | |
| (list factors that impact, | 1. In the case of a job that has many steps that have been |
| positive/negative, not doing this | completed and then a new step is added, the process will |
| change | continue to print all of the open and closed steps. |
| | |
| Business Rules: | |
| (list any business rules or | 1. See changes |
| constraints that should apply) | |
| Documentation Changes: | |
| (list affected documents | 1. User guide |
| | i. Oddi galad |



Acceptance Criteria / Test Scenario:

| (list test scenarios required to | 1 | Select a RW and EWO that have both open and closed |
|--|---|---|
| test change prior to user acceptance) REQUIRED | | steps to validate that only those steps that have at least one open substep on them are printed, displayed or downloaded to the clients C drive in both New and Existing. |
| | 2 | Add a new step in JEO to a RW and EWO that have no open steps to validate that when new work is added that only the new step that had been added is printed, displayed |
| | | or downloaded to the clients C drive in both New and Existing. |

Attachments:

| | 4 |
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| (Conies of screens reports | 1 |
| (copies of screens, reports, | l. |
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| etc. before and after proposed | |
| Construction of the control of the con | |
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| i change) | |
| 0/10/190/ | |

Signatures of Agreement: (add additional rows if necessary)

| BAE: | |
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| Lead Analyst: | · · · · · · · · · · · · · · · · · · · |

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BAE Functional Requirement Document

Functional Spec. # F5305_fs.doc

| BAE Start Date: | 12/02/1996 | BAE Name: | Ron Cochran |
|-----------------|------------|----------------|--------------|
| BAE Comp. Date: | 01/15/1997 | BAE Tele. No.: | 205-977-7444 |
| BAE Hours: | 25 | LA Assigned: | |

CMVC Component Name: Bid & Award

Associated Defect/Feature No.: 5304

Target Release:

(give target release this needs to be in)

give target release date for this enhancement)

Priority:

(provide priority from 'feature priority' list - production_hi through deferred_low

Revision No.:

Reason for Revision: To provide printing capabilities for existing contracts

Subject:

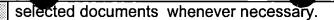
| (brief description of change) | Make system changes necessary to allow the user to print any |
|-------------------------------|--|
| | existing contract whenever the need arises. |

Introduction:

(description of what system currently does, what needs to be changed, and why) Currently, the contract coordinator can only print a copy of the contract when the system is used for bidding purposes. At that time, the contract can be printed (including the appropriate prices and other associated data substitution) only until the contract is in effect. At that time, the specific documents for that contract are stored on the local access data base. These documents should be placed on the server and then have the capability to print them upon demand. This is specifically needed when a contract work item number has been added or deleted; or when a PIC adjustment has been made. In addition, there are no provisions for entering or printing contract documents on conversion contracts which were not bid through OSPCM.

Solution:

(describe what the system will or should do and any general constraints or conditions that limit the solution) The system should allow the user to select from the contract type's current regional/state documents for a conversion contract. It should be modified to allow the printing of a portion or all of the



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Change(s):

(detailed description of change) - [add additional rows if multiple changes]

- 1. All access to these functions come from the OPEN Contracts screen. The present edits on that form should be continued.
- 2. The Contract Maintenance form should have an additional icon added with the title of Print Doc Copy. An edit should be performed when the Print Doc Copy is selected. The edit should verify that the contract prices are activated and the start date of the contract is today or in the past. If not, the user should receive an error which essentially states that they cannot print a contract which is not in effect. For individual contracts (future consideration) the start date is not applicable.
- 3. When this action is complete, three tabs should be available: the Build, Edit and Assemble tabs are used for input. These are identical in appearance and functionality as the Bid Package forms with the following limitations.

Assemble

- If the contract is one which was bid using OSPCM, the Selected Components grid should be populated with the documents previously stored for the specific contract.
 These documents cannot be deselected.
- The Available Components grid should be populated with regional and state document types which were not stored for the specific contract. These document types may be selected or deselected in the Selected Component gird. The final selected components will be saved as specific documents for this particular contract upon SAVE or SAVE/CLOSE.
- If the contract is a conversion contract, the Selected Components grid will be blank. The user may select any of the documents from the Available Components grid.

Edit

 All documents (except articles) may be modified by the user requardless of whether the contract is a conversion or bid contract. The exact functionality as the Bid Package form should be carried forward to this form.

<u>Build</u>

- In all cases, the Bidders Grid should be populated with the contractor name for this specific contract. The grid should be a read only grid.
- The Components Grid has the same functionality as it does when used as part of the Bid Package.
- The Print and Disk options will have the same functions with the following exception. The print to file will be for documents only. There is only one disk. No Excel spread sheets will be produced since no interreaction with the contractor is necessary.

| • • - | |
|--|---|
| - | |
| Performance Requirement | is: |
| (list any performance requirements associated with this change) | None |
| Dependencies: | |
| (list any defects or features that this enhancement is dependent on) | None |
| Benefits: | |
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) | When the orginal specifications were written for this module, every contract coordinator had a clerical person assigned to them. In addition, three other clerks at the core headquarters were available to help these people. By the end of the first quarter, there will be no clerical help for the coordinator. In addition, the Mechanized Analyzis and Contract Payment Administration System (MACPAS) has been discontinued. That system would print new contracts when additional items were added or deleted or PIC adjustments are made. The additional functionality of printing these contract through OSPCM will save a minumum amount of 1200 hours per year for a PG58 Manager. |
| Affected Components: | (check) (check) Yes No |
| RTOC Instructions | |
| HELP | x ^ |
| User Guides | x |
| Testing | x |
| Infra-structure | x |
| Management Reports | x |
| Database | x 🗆 |
| | |
| Interfaces | |
| (list any legacy or new | None |
| interface systems | |
| impacted by this change) | |
| | |
| | |
| Work-around: | (check) (check) |
| (is there a temporary work | Yes No |
| (is there a temporary work around??) | × |
| (describe work around in | |

| • | |
|---|---|
| detail) | |
| | |
| Risks: | |
| (list factors that impact, positive/negative, not doing this change | Possibility of very negative adverse reaction on the part of the field users by not having a copy of the most up-to-date prices in a reasonable time frame. Other duties of the contract coordinator in a time of reduced personnel will be severely curtailed. |
| Business Rules: | |
| (list any business rules or constraints that should apply) | In change text. |
| Documentation Changes | |
| (list affected documents requiring change) | None (other than user guides) |
| Acceptance Criteria / Tes | |
| (list test scenarios required to tes acceptance) | Functionality of forms |
| Attachments: | |
| (copies of screens, reports, etc. before and after proposed change) | None |
| Signatures of Agreement (add additional rows if necessary) | |
| BAE: | |
| L ad Analyst: | |

BAE Functional Requirement Document

Functional Spec. # | 6092

| BAE Start Date: | 04/30/1997 | BAE Name: | Cail M. Daatan |
|-----------------|------------|----------------|----------------|
| BAE Comp. Date: | 05/20/1997 | BAE Tele. No.: | 977-3615 |
| BAE Hours: | 7 | LA Assigned: | |

CMVC Component Name: CONFIGURATION EDITOR

Associated Defect/Feature No.: 6091

Target Release

Date:

(give target release this needs to be in)

Target Release:

phase_2.1

(give target release date for this enhancement)

09/01/1997

Priority:

(provide priority from 'feature priority' list - production_hi through deferred_low

production - med

Revision No.:

Reason for Revision:

Subject:

| (brief description of change) | 1 | Give the user global delete capability in Configuration Editor |
|-------------------------------|---|--|
| | | for a expired resource. |
| | 2 | Give the user copy capability in Configuration Editor for a |
| | | new resource. |

Introduction:

| (description of what system | 1 | Currently the system does not have global delete capability |
|-------------------------------|---|---|
| currently does, what needs to | | for a resource. This delete capability should be given to the |
| be changed, and why) | | user for expired resources. |
| | 2 | Currently the system does not have any copy capability. |
| | | Give the user the ability to copy the work types for an newly |
| | | created resource. |

Solution:

| (describe what the system will | 1 | If a RESID is expired, allow a global delete in Configuration |
|--|---|---|
| or should do and any general | | Editor. |
| constraints or conditions that limit the solution) | 2 | Add the ability to copy work types from an existing resource |
| arractic solution) | | for newly created RESIDs. |

Change(s):

| · • | |
|--|--|
| multiple changes] | 1. Add a "Delete Resource" icon on the Resource Group / Work Type screen. When the icon is clicked, a screen should appear that states: "Enter RESID to be deleted This is a global delete. Save will remove this RESID from Resource Group / Work Type; Resource Group / Wire Center Area; and the Resource Group / Work Type / Wire Center. Only expired RESIDs will be globally deleted." Implement an edit to check the expiration date of the RESID. If the expiration is before today's date, allow the delete. If the expiration is today or in the future, do not allow the delete and issue error message. EMU should read "This RESID is not expired. Cannot delete." 2. Add a new screen to Configuration Editor. This should be a COPY RESOURCE screen. The user will enter the RESID and the Wire Center to be copied; and the RESID and the Wire Center to receive the copy. This copy should populate the data for the Resource Group / Work Type screen and the Resource Group / Work Type / Wire Center screen. The Resource Group / Wire Center Area screen should be prepolulated by the user before trying to use the COPY RESOURCE screen. • Add an edit on the save for the COPY RESOURCE that the RESID to receive the copy must be in the Resource Group / Wire Center Area Table and must have Travel Time and Inventory Site populated. • Add an edit that the RESID to receive the copy must not be expired. • Allow the copied from RESID to be activate or expired. |
| | 1 |
| | |
| Performance Requirement (list any performance requirements associated with this change) | Performance of OSPCM should not be affected by this change. |
| Dependencies: | |
| | 1. This Feature is dependent on Feature 6091. |
| Benefits: | |
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) | User input time will be greatly reduced by these global deletes and copies. |
| RTOC Instructions HELP | (check) (check) Yes No |
| 6092_fs.doc | 9/10/98 3:03 PM |

| User Guides | | | | |
|--|---|--|--|--|
| T sting □ | | | | |
| Infra-structure | | | | |
| Management Reports ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ | | | | |
| Database | | | | |
| Interfaces | | | | |
| (list any legacy or new 1. | | | | |
| interface systems | | | | |
| impacted by this change) | | | | |
| | *** | | | |
| Wark-around: (check) (check) Yes No | | | | |
| (is there a temporary work around??) | | | | |
| 1000g000000gggg00000000000000000000000 | ually delete or add work types to the | | | |
| detail) Configuration E | ditor. | | | |
| Risks: | | | | |
| (list factors that impact, positive/negative, not doing this change | | | | |
| | | | | |
| Business Rules: | | | | |
| (list any business rules or constraints that should apply) 1. A RESID cannot Editor unless it | ot be globally deleted from the Configuration | | | |
| Editor diffess it | is expired. | | | |
| Documentation Changes: | | | | |
| (list affected documents 1. | | | | |
| requiring change) | | | | |
| Acceptance Criteria / Test Scenario: | | | | |
| (list test scenarios required to test change prior to user acceptance) REQUIRED | Enter a RESID that is not expired using the | | | |
| acceptance) <u>REGUINED</u> | DELETE RESOURCE icon on the | | | |
| | Resource Group / Work Type screen. Should receive EMU that the RESID is not | | | |
| | expired and cannot be deleted. | | | |
| | 2. Enter a RESID that is expired using the | | | |
| | DELETE RESOURCE icon on the | | | |
| | Resource Group / Work Type screen. | | | |
| | Delete the Resource. • Pull up the Resource Group / Work | | | |
| | Type screen and search for work | | | |
| | types linked to this RESID. None | | | |
| | should be linked. | | | |
| | Pull up the Resource Group /Wire | | | |
| | Center Area screen and search for | | | |

linked.

| | | : | 3. On info |
|--|--|---|---------------------|
| | | | Mai cori wire |

- Pull up the Resource Group / Work Type / Wire Center screen and search for linked work types. None should be linked.
- he COPY RESOURCE screen, enter mation to copy a RESID. Verify via agement Reports that the data was ectly copied and applied to the correct center.

| oor oor | *** | | | | 878 | 888 |
|---------|-----|------|---|----|-----|-----|
| 9.29 | 13 | 8-18 | m | 20 | ₹. | .‱ |

| *************************************** | | |
|---|----|--|
| (copies of screens, reports, | 1. | |
| etc. before and after proposed | | |
| change) | | |
| | | |

Signatures of Agreement: (add additional rows if

necessarvi

| <u> </u> | **** | · · · · · · · · · · · · · · · · · · · |
|---------------|------|---------------------------------------|
| BAE: | | |
| Lead Analyst: | | |

BAE Functional Requirement Document Functional Spec.

| | | 1000 | T: == 2 == 2 == 2 == 2 == 2 == 2 == 2 == | |
|---|---|-------------|--|------------------------------|
| | eptember 23, | | BAE Name: | Gail Deaton |
| | ovember 05, | 1996 | BAE Tele. No.: | 977-3615 |
| BAE Hours: 2 | 8 | |] | |
| C##/C C | 1665 | | | |
| CMVC Component Name | 4665 | | | |
| | | | | |
| Associated Defect/Featu | ra No : | | *** | |
| | | | | |
| Target Release: | | Target | Release Date: | |
| (give target release this needs | 2.0 | | get release date for | 03/1997 |
| to be in) | | this enha | ancement) | |
| — | | | | |
| Priority (provide priority from feature | production | on hi | | |
| priority' list - production_hi | producti | 011_111 | | |
| through deferred_low | | | | |
| | *************************************** | | | |
| Revision No.: | | | | |
| Reason for Revision: | | | | |
| | | | | |
| Subject: (brief description of change) | add footure | a ta bana | llo DI C Turnkov or | anliactions |
| (blief description of change) | add leatures | s to nanc | lle DLC Turnkey ap | oplications |
| Introduction: | | | | |
| (description of what system | Currently O | SPCMa | nd OPEDS have n | o features for DLC turnkey |
| currently does, what needs to | XI | | | in which a vendor orders |
| be changed, and why) | W | | | nbles the equipment, makes |
| | ×I | • | | p of carrier systems. |
| | - | • | • | |
| | The vendor | is respon | nsible for total proje | ect management of each |
| | | | | request to the BellSouth |
| | () <u> </u> | • | • | to order materials. This |
| | 31 · | | • | nnel out of the loop for |
| | 84 ° ° | _ | | als / and tracking inventory |
| | until the pro | auct is a | elivered fully asser | nblea. |
| | OSDCM ob | andos 14 | ill allow for the one | oding, prevention of |
| | XI | _ | | turnkey substeps. |
| | Judoning, an | ia ino dia | | turning outstops. |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Solution:

(describe what the system will or should do)

OSPCM will require changes in the Job Entry Module, the Materials Module, Management Reports and possibly the Scheduling Module.

For **Job Entry** the placing substeps, splicing substeps and the data base will need to be changed to allow the encoding of each piece of equipment, cable or splice with a **DLC Turnkey indicator**.

The DLC turnkey indicator will turn off or blank out any STI's and CWI's generated by configuration.

OPEDS must incorporate the above changes in the substep data sent to OSPCM. ODEDS/OSPCM contracts must be revised to transmit the data.

Materials will read the indicator and not calculate an <u>order date</u> and <u>on job date</u> if the indicator is set to "Y" but will leave the material in the "N" needed status. Once assembled, this material gets shipped to the field and must be added to inventory and assigned to a job. The material is added to inventory using the Inventory Add process and checking turnkey. The Needed and the All Requirements screens need to be changed to display the DLC turnkey indicator on each substep. If the substep is selected to be ordered, a new edit must be added so that substep cannot be ordered.

Scheduling will need to add another scheduling code of DLC-TNKY in order to place all the the turnkey equipment and splicing into the same activity. Another labor type of "VS", vendor supplied will be required.

Upon completion of a substep the **Material Module** will disburse the materials as required from inventory.

Workstation and Contractor Reporting will disburse the items to CPR.

A management report will also be required to list the material components of a DLC Turnkey.

Change(s):

(detailed description of change) - [add additional rows if multiple changes]

Job Entry - Add DLC turnkey indicator on the Material Data - Ord r Data screen. Options for this indicator will be "Y" or "N". The default for this indicator will be "N". A indicator must also be added for the splicing screen to indicate turnkey. Add DLC turnkey indicator in the job ntry data base.

| | Materials - Add code for the DLC turnkey indicator. If the indicator is "Y" do not calculate an order date and on job date. If the indicator is "N" proceed as code currently exists. Display indicator on each substep on the Needed and the All Requirements screens. In addition, an edit will be required so that a turnkey substep cannot be ordered in OSPCM. Management Reports - add report listing DLC Turnkey Requirments | | |
|---|--|--|--|
| | | | |
| Performance Requirement | its: | | |
| (list any performance requirements associated with this change) | | | |
| Dependencies: | | | |
| (list any defects or features | | | |
| that this enhancement is dependent on) | | | |
| Benefits: | | | |
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) | Ability to track DLC turnkey operations in OSPCM as part of a engineering authorization. | | |
| | | | |
| Affected Components: | (check) (check) Yes No | | |
| RTOC Instructions | | | |
| HELP | | | |
| User Guides | | | |
| | | | |
| Testing | | | |
| Infra-structure | | | |
| Infra-structure Management Reports | | | |
| Infra-structure Management Reports Database | | | |
| Infra-structure Management Reports Database Job Entry | | | |
| Infra-structure Management Reports Database | | | |
| Infra-structure Management Reports Database Job Entry Mat rials Mgmt | | | |
| Infra-structure Management Reports Database Job Entry Mat rials Mgmt OPEDS Work-around: (is there a temporary work | | | |
| Infra-structure Management Reports Database Job Entry Mat rials Mgmt OPEDS Work-around: | | | |
| Infra-structure Management Reports Database Job Entry Mat rials Mgmt OPEDS Work-around: (is there a temporary work around??) (describe work around in | Check) (check) Check Check | | |
| Infra-structure Management Reports Database Job Entry Mat rials Mgmt OPEDS Work-around: (is there a temporary work around??) (describe work around in detail) | | | |

| | Work will be added to the field technician to complete substeps in vendor activity. |
|----------------------------------|---|
| | |
| Business Rules: | |
| (list any business rules that | |
| should apply) | |
| | |
| Documentation Changes | <u> </u> |
| (list affected documents | JOB ENTRY USER GUIDE |
| requiring change) | JOB ENTRY INSTRUCTOR GUIDE |
| | MATERIALS USER GUIDE |
| | |
| Test Scenario: | |
| (list test scenarios required to | Test scenarios to be provided by January 15, 1997. |
| test change) | |
| | |
| Attachments: | |
| (copies of screens, reports, | Job Entry - Custom material screen |
| etc. before and after proposed | Job Entry - Splicing screen |
| change) | Management Report - layout |

| Signatures of Agreement: | |
|--------------------------|--|
| BAE: | |
| Lead Analyst: | |



Functional Spec. # 5989 03/26/1997 BAE Name: BAE Start Date: **Gail Deaton** 03/26/1997 977-3615 BAE Tele. No.: BAE Comp. Date: BAE Hours: LA Assigned: CMVC Component Name: Associated Defect/Feature No.: Feature 4707 Target Release: Target Release Date: (give target release date for (give target release this needs 2.0 04/01/1997 this enhancement) to be in) Priority: (provide priority from 'feature HI priority' list - production hi through deferred low Revision No.: Reason for Revision: Subject: (brief description of change) Change step edits in Job Entry Ewo Introduction: (description of what system System currently allows no duplicate steps on the job. currently does, what needs to Need to change edit to no duplicate steps on the print. be changed, and why) This change is required to accommodate conversion jobs. Solution: (describe what the system will The system should edit each step number for duplicate entries. or should do and any general There should not be any duplicate step numbers for the print constraints or conditions that specified. Duplicate step numbers can be entered for the job. limit the solution) Change(s): (detailed description of Feature 4707 implemented the job level edit. This feature needs to change) - [add additional rows if be reversed. Example: there can be print 1 step 1; multiple changes] print 2 step 1; print 3 step 1; etc. Performance Requirements: (list any performance Should not change any current performance.

requirements associated with

this change)

| Dependencies: | |
|--|--|
| (list any defects or features that this enhancement is dependent on) | |
| | |
| Benefits: | Allows for the conversion of IMOC inha into the OCDOM avertons |
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) | Allows for the conversion of JMOS jobs into the OSPCM system without the changing of step numbers on the physical work prints. |
| Affected Components: | (check) (check) Yes No |
| RTOC Instructions | |
| HELP | |
| User Guides | |
| T sting | |
| Infra-structure | |
| Management Reports | |
| Database | |
| Interfaces | |
| (list any legacy or new interface systems | |
| impacted by this change) | |
| Work-around: | (check) (check) Yes No |
| (is there a temporary work around??) | |
| (describe work around in detail) | |
| Risks: | |
| (list factors that impact, positive/negative, not doing this change | |
| Business Rules: | |
| (list any business rules or constraints that should apply) | A step number is unique to the print. |
| Documentation Changes | |
| (list affected documents requiring change) | |
| Acceptance Criteria / Tes | |
| (list test scenarios required to test acceptance) | it change prior to user |

Feature 5989 9/10/98 3:04 PM

| Attachments: | | |
|--------------------------------|------|--|
| (copies of screens, reports, | | |
| etc. before and after proposed | | |
| change) | | |
| | | |
| Signatures of Agreement: | | |
| (add additional rows if | | |
| necessary) | | |
| BAE: | | |
| Lead Analyst: | | |



Functional Spec. # 6091

| | *************************************** |
|--|--|
| | |
| BAE Start Date: 04/30/1997 | BAE Name: Gail W. Deaton |
| BAE Comp. Date: 05/20/1997 | BAE Tele. No.: 977-3615 |
| BAE Hours: 6 | LA Assigned: |
| | |
| CMVC Component Name: CONFIGURA | ATION EDITOR |
| | |
| Associated Defect/Feature No.: 6091 | |
| | |
| ************************************** | arget Release |
| | Pate: |
| | give target release date for 09/01/1997 |
| needs to be in) | is entiancement) |
| Priority: | |
| (provide priority from feature HI | |
| priority list - production_hi | |
| through deferred_low | |
| | |
| Revision No.: | |
| Reason for Revision: | |
| | |
| ************************************* | |
| Subject: | dit to close the constitute and and |
| | dit to alert the user that a resource has been end |
| dated. | |
| | |
| Introduction: | |
| | an expired resource can be assigned in the |
| | ation tables. A edit needs to be in place that will |
| loha chanaadoandowhy) oo | call to the employee editor to check the resource |
| end date | • • |
| | |
| | |
| Solution: | |
| | user calls up a specific resource on any |
| or should do and any general configura | ation table and tries to make updates to this |
| limit the solution) resource | , a call should be made to employee editor to see if |
| this resor | urce is expired. |

| ì | × | w. | 37 | 7 9 | æ | 8.7 | 50 |
|---|----|-----|----|-----|------|-------|----|
| | 20 | 886 | | | dia. | bas/. | æ |

(detailed description of change) - [add additional rows if multiple changes]

 Resource Group / Work Type - When changes or additions are entered on this form, a call should be made to see if the resource has expired. If the resource has not expired, allow the user to continue with updates. If the resource is expired, allow

| * | |
|-------------------------------|--|
| | only deletes. |
| | 2. Resource Group / Wire Center Area - When changes or |
| | · |
| | additions are entered on this form, a call should be made to see |
| | if the resource has expired. If the resource has not expired, |
| | allow the user to continue with updates. If the resource is |
| | expired, allow only deletes. |
| | • |
| | 3. |
| | Resource Group / Work Type / Wire Center - When changes or |
| | additions are entered on this form, a call should be made to see if |
| | · |
| | the resource has expired. If the resource has not expired, allow |
| | the user to continue with updates. If the resource is expired, allow |
| | only deletes. |
| | |
| | leaden and an add to about the consistion data of the DECID. If the |
| | Implement an edit to check the expiration date of the RESID. If the |
| | expiration is before today's date, allow the delete. If the expiration |
| | is today or in the future, do not allow the delete. |
| | to today of in the fatare, as her allow the deleter |
| | |
| | Error message should read: THE RESOURCE FOR THIS |
| | UPDATE HAS EXPIRED. ONLY DELETIONS ARE ALLOWED |
| | FOR THIS RESID. |
| | TOR THIS RESID. |
| | |
| | 1. |
| | |
| Performance Requiremen | oke. |
| | *************************************** |
| (list any performance | 1 Performance should not be affected by this feature. |
| requirements associated with | |
| this change) | |
| | |
| Dependencies: | |
| (list any defects or features | 1. |
| that this enhancement is | |
| dependent on) | |
| | |
| | |
| | |
| Benefits: | |
| (provide benefits in dollars, | The user will not be able to assign work on the Configuration |
| reduced headcount, time | Editor to a expired RESID. This will save invalid inputs from the |
| savings, etc. for doing this | user and also serve to notify the user that the RESID is expired. |
| work) | user and also serve to notify the user that the NEOID is expired. |
| | |
| Affected Components: | (check) (check) |
| | Yes No |
| | |
| RTOC Instructions | |
| HELP | |
| User Guides | |
| | |
| Testing | |
| Infra-structure | |
| Management Reports | |
| | |
| Database | |

| (list any legacy or new 1. | | |
|---|---------|---|
| interface systems | | |
| impacted by this change) | | |
| | | |
| Work-around: (check) | (check) | |
| Yes | No | |
| (is there a temporary work around??) | | |
| (describe work around in 1. detail) | | |
| Risks: | | |
| (list factors that impact, 1. | | |
| positive/negative, not doing this change | | |
| | | |
| Business Rules: (list any business rules or 1. | | |
| (list any business rules or constraints that should apply) | | |
| | | |
| Documentation Changes: (list affected documents 1. | | |
| requiring change) | | |
| Acceptance Criteria / Test Scenario | | |
| (list test scenarios required to test change prid | | Expire a RESID in Employee Editor. |
| acceptance) REQUIRED | ' | Next day - access the Configuration |
| | | Editor and try to make a update. EMU |
| | | should be generated that RESID is |
| | 2 | expired. Delete some information for this RESID. |
| | | Verify the information is deleted. |
| | | |
| Attachments: | | |
| (copies of screens, reports, etc. before and after proposed change) | | |
| | | |
| Signatures of Agreement: | | |
| (add additional rows if | | |
| necessary) BAE: | | |
| L ad Analyst: | | · · · · · · · · · · · · · · · · · · · |
| | | |



Functional Spec. 4652

| BAE Start Date: | 10/07/1996 | BAE Name: | MARK SEAL |
|-----------------|------------------|----------------|-------------|
| | | | GAIL DEATON |
| | | | LARRY RICE |
| BAE Comp. Date: | 11/05/1996 | BAE Tele. No.: | 977-3618 |
| | | | 977-3615 |
| | • | | 977-7436 |
| BAE Hours: | GAIL = 105 HOURS | , | |
| | MARK = 102 HOURS | | |
| | LARRY = 45 HOURS | | |

CMVC Component Name: OSPCM-STAND ALONE

Associated Defect/Feature No.:

| Target Release: | | Target Release Date: |
|---|-----|---|
| (give target release this needs to be in) | 2.0 | (give target release date for 6/01/1997 this enhancement) |

Priority:

| (provide priority from 'feature priority' list - production_hi | HI |
|--|----|
| through deferred_low | |

| Revision No.: | |
|----------------------|--|
| Reason for Revision: | |

Subject:

| (brief description of change) | Make necessary software changes in order to deploy OSPCM |
|-------------------------------|--|
| | system as a stand alone. This means without the mechanized |
| | interface with the OPEDS system. |

Introduction:

| (description of what system | Currently the OPEDS system creates data and mechanically inputs |
|-------------------------------|---|
| currently does, what needs to | that data into the OSPCM system. The OPEDS system also |
| be changed, and why) | receives completion data mechanically from the OSPCM system. |
| | These two interfaces handle only the data necessary for interaction |
| | between these two systems and does not include data for other |
| | down stream systems such as (FP) financial processor. |

3:05 PM

Solution:

(describe what the system will or should do)

OSPCM will be modified to handle a manual encoding process which will encompass all of the necessary data for the down stream accounting systems. OSPCM will also be modified, and an interface created to pass completion information to the down stream accounting systems.

Code has been developed in OPEDS by Watson Dorn to accept the data feed from OSPCM. This code adds data that is currently kept only in the OPEDS system and does some translations and then passes the information Requirement onto the FP (Financial Process) system. It is assumed that this code and the projected OPEDS to FP interface will be utilized when OSPCM is modified for a stand alone deployment. The overall procedure will encompass a very detailed level of complexity which is necessary in order to achieve the acceptable level of accuracy. It is assumed that this existing code along with Mr. Dorn and some part of his development team will be incorporated into the OSPCM team responsible for the OSPCM Stand alone development effort. It should also be noted that some changes to this existing OPEDS code must be made in order to read data from OSPCM rather than the OPEDS data base.

Change(s):

(detailed description of change) - [add additional rows if multiple changes]

The existing code for the OPEDS to FP interface will be moved to the OSPCM system and will continue to feed the down stream financial system. By using this "already developed" code, the changes that will be needed are to add additional information in OSPCM and feed the OPEDS/FP interface code. This additional information is the data that would have been provided by the OPEDS data base if it were completed. All historical material reporting information which includes original, previous and correcting records will also be handled by this code. The changes in OSPCM that will be necessary are to the modules...Job-Entry EWO, Job-Entry Other, Scheduling, Management Reports, Billing and Reporting, Workstation and the OPF Table.

1. OSPCM FUNCTIONAL DECOMP'S - UPDATE

 Functional decomps will be revised to include the process of using the added code and the changes which include the additional data fields.

2. OSPCM "HELP" - UPDATE

 All of the "HELP" information on the affected screens and modules will be revised to reflect these changes.

3. OSPCM USER / INSTRUCTOR GUIDES - UPDATE

 User guides and instructor guides will be revised to include these changes in processes, screeens and additional data fields.

4. OSPCM / OPEDS COMPLETION CONTRACT - STANDALONE

- OSPCM will maintain the existing substep completion contract to be used in the event that the OPEDS system will eventually be completed. For a stand alone application a new substep completion contract will be developed and will contain all of the information necessary for the OPEDS/FP code to work correctly with the accounting system. This new substep completion contract (stand alone substep completion contract) will contain all of the data presently in the existing contract along with additional information as described below.
- These are not all fields but include the additions. OSPCM stand alone substep completion contract fields:

| <u>name</u> | character type | <u>length</u> |
|-----------------|----------------|---------------|
| job_nbr | alpha/numeric | 9 |
| print _nbr | alpha/numeric | 4 |
| step_nbr | alpha/numeric | 6 |
| substep_nbr | alpha/numeric | 3 |
| cmpl_dt | alpha/numeric | 8 |
| rco | alpha/numeric | 8 |
| rcc | alpha/numeric | 8 |
| frc | alpha/numeric | 5 |
| wc | alpha/numeric | 8 |
| work_act | alpha/numeric | 4 |
| work_env | alpha/numeric | 1 |
| direct_to_code | alpha/numeric | 1 |
| excpt_glc | alpha/numeric | 1 |
| material_item | alpha/numeric | 15 |
| cpr_cd | alpha/numeric | 10 |
| cpr_ind | alpha/numeric | 1 |
| mic_cd | alpha/numeric | 10 |
| pi_cd | alpha/numeric | 1 |
| order_qty | numeric | 8 |
| record_qty | numeric | 8 |
| year | numeric | 4 |
| ret_dt | numeric | 8 |
| tax_district | numeric | 5 |
| pcte_qtyret_ind | numeric | 3 |
| cmc_enc | alpha/numeric | 8 |
| cmc_rpt | alpha/numeric | 8 |
| misc_cd | alpha/numeric | 3 |
| misc_cd_value | alpha/numeric | 16 |

- MISC CODES Additional misc codes will be added to the drop down list on the work reporting screen. These codes are explained later in this document on an individual basis. The new substep completion contract for a stand alone application will operate the same as the curent contract...that is that multiple misc codes can be generated and passed with each substep completion.
- CMC -Two new fields will be added to the substep completion contract to identify the cmc responsible for encoding the job and the cmc responsible for reporting the job completion. When the substep completion contract is created the fields "cmc_enc" and "cmc_rptBecause" will be populated with the cmc_cd for which the job was encoded.
- CPR CODE The cpr code will be added to the substep completion contract for all material items. The cpr code can be obtained using the material item in the CID table when the substep completion contract is created. Note that if the cpr_ind is "N" then there will not be a cpr_code
- CPR IND The cpr indicator will be added to the substep completion contract for all material itemsThe cpr indicator can be obtained using the material item in the CID table when the substep completion contract is created. Note that if the cpr_ind is "N" then there will not be a cpr_code
- MIC CODE If a material item has a MIC code associated then this code will be populated in the substep completion contract in the "mic_cd" field. The mic code will be obtained using the material item from the CID table.
- PI INDICATOR The pi_cd field will be added to the substep contract and populated based on the material item in the CID table. If the misc_cd in the mtl_misc_cd table is "PI" then the misc code value is entered on the substep completion contract in the pi_cd for the material item on the substep.
- TAX DISTRICT A new field will be added to the substep completion contract and will be called "tax_dist".
 This field will have a value of 5 numeric characters.
- YEAR PLACED A misc code of "YPL" will be used for a removal or abandon work action on added substeps. The value of this misc code will be 4 numeric characters and will be populated on the substep completion contract.

"YEAR" field. - The year placed will be populated for substeps that have been encoded on the front end. When these substeps are completed the encoded year placed will be populated in the "YEAR" field on the substep completion contract. If there is a year placed encoded on the job entry screens and at the time of substep completion the misc code of YPL is used then the value of the misc code is used to populate the YEAR field in the substep completion contract.

5. MULTIPLE MODULES - TAX DISTRICT

- A new field of "TAX" will be added to the job-entry screens to facilitate the entry of tax districts. This field will be available on the job level screen and will then default to the placing screen and removal screen. If a substep has a different tax district then the user can over type the default. Pick list should be available in a drop down. The drop down should list all the valid tax district codes associated with the wire center entered. On the substep level, if a wire center is changed from the job level default, the tax district in the drop down should be associated with the new wire center entered. Tax districts will be validated against the Wire Center Area table in OSPCM. Currently tax district does exist in this table.
- In work reporting the misc code of "TAX" will be added to the list of valid misc codes to enable the user to provide a tax district on added substeps. For encoded substeps, when the substep is completed, the misc code of "TAX" should be used when changing the encoded tax district. If no change is needed for an encoded tax district on a substep then no misc code is necessary. The system will use the misc code value for TAX from the "mtl_misc_cd" table if any exists to populate the substep completion contract. If there is not a misc code of "TAX" in the mtl_misc_cd table then the encoded tax district from substep_ewo will be used to populate the substep completion contract. This same logic will apply to substep completions on the BULK reporting screens.
- For contractor completed substeps the misc code of TAX will not be used. When a contractor completes a substep the tax district value that was encoded will be used to populate the substep completion contract. When a contractor adds a substep, it is cloned from another substep and the tax district will follow. When the substep completion contract is created for contractor substeps then the tax district field will be populated using the tax district value in substep_ewo.

6. JOB ENTRY MODULE - PERCENT OWNERSHIP

 A new field of "PCT" or "PERCENT OWNERSHIP" will be added to the job-entry screens at a Job level and the value will apply to all of the placing substeps on the job. The default value will be "100" and can be over typed at a substep level if necessary. No decimal should be in this field. This field will be added to the substep_ewo table and will be passed at a substep level in the substep completion contract.

7. JOB ENTRY MODULE - MATERIAL DROP DOWN

- The job entry placing screen will be enchanced to add three additional fields in the material drop down box.
 The new fields will be:
 - material category
 - material subcategory
 - stock indicator
- Sort alphabetically and the order of the fields should be MATERIAL SHORT DESC / MATERIAL CATEGORY / MATERIAL SUBCATEGORY / STOCK INDICATOR
- Incorporate edit in drop down to show only the materials in the same material category that is derived from the material description entered.

8. MULTIPLE MODULES - EXPAND JOB DESCRIPTION

- Expand the job description field to 65 characters. This expansion will affect:
 - Job entry information screen, job description field
 - Scheduling screens that display the job description
 - Reports that display the job description

9. JOB ENTRY - EDIT ON STEP NUMBERS

 Add edit on step numbers in Job Entry to make step number unique across the entire job. Currently the step number is associated with a print. Example, a job can have print 1 step 1 and print 2 step 1. The edit should disallow the duplication of step numbers.
 Business Rule - Step number should be unique across the entire job.

10. MULTIPLE MODULES - ADD WORK ID FIELD

- Add an ID field to further identify a work location, this field should be 6 characters and accept numbers and alpha characters. This field will be added to:
 - Job-entry screens of placing, splicing, other and removal
 - Scheduling screens
 - Work station reporting screens
 - Contractor work order screens
 - Contractor reporting screens
 - Job-entry Other screens
 - Inspections
 - Reports
- A edit is needed to require that the ID number is unique across the entire job.
- <u>Business Rule</u> ID number should be unique across the entire job.

11 WORKSTATION - RE-DESIGN WORK REPORTING SCREEN

• Re-Design the work reporting screen to fit on a 15" monitor. We will maintain the substep grid and make the column widths adjustable. Change the column headings to reflect the following from left to right. Job, Print, Step, ID#, Work Act, Work Env.,FRC, Type, Cmt, RB, Rmk, Mtl, Hrs, Status, Address. we will make the screen larger, the detail information tabs will be displayed on the lower portion of the screen. When the screen opens the curser will be focused on the first substep and the details tab will reflect the detail information on that substep. The details icon will be elliminated. The address field on the materials detail tab will be removed and the splicing configuration grid from Job entry will be displayed in this area for splicing sub steps. The name of the first tab will be changed from "Materials" to "Details".

12. SCHEDULING - ADD COLUMN FOR WIRE CENTER

- Add to all scheduling screens an additional column which will reflect the job level wire center. This column will be inserted following the activity number column.
- Add to all scheduling screens an additional column at the far right called Job Description. This will be a 65 character field and will be sizable by the user.

13. JOB ENTRY - "HOT KEYS"

- Develop "Hot Keys" to allow the user to jump from grid to grid (without using the mouse) on the job entry placing, splicing, other and removal screens.
- File menu drop down should provide "Hot Key" mapping

14. JOB ENTRY - LAUNCH PRICING

- The ability for the user to access pricing without closing job entry and opening pricing.
 - The user should be able to launch pricing from job entry print/step/substep outline.
 - The user should not have to reopen the job that is currently being encoded. The job number should be carried forward into pricing.
 - <u>Business Rule</u> Pricing cannot be executed unless the job is configured.
 - <u>Business Rule</u> Pricing cannot be executed while step screen is open.

15. PRICING - DIALOG BOX / CHANGE REPORT NAME

- Change reports headings and buttons to PRELIMINARY and FIRM
 - change "Unapproved" term to "Preliminary"
 - change "Approved" term to "Firm"
- A dialog box should be displayed upon exiting pricing to prompt "Do you want to FIRM this price?".
 - Display if the job has not been FIRMED
 - Display if the job has had pricing changes since last FIRM

16. JOB ENTRY - POWER-SEARCH

 The job entry open existing job screen should go to the job # in the job number grid as it is keyed in the job number field.

17. JOB ENTRY - CONTRACT ITEMS BID SCREEN

- Give the user the ability to access the Contract Items Bid Screen after a successful configuration.
 - Currently the job must be approved in the pricing module before the user can access the Contract Items. Remove this edit.

18. JOB ENTRY - RESIZE INDICATOR

- A new indicator "RSIZE" will be added to the job-entry placing and removal screens at a substep level in order to identify when a material item is associated with resizing a terminal. This indicator will default to "N" for no. "Y" in this field will indicate that the material item is associated with the resizing of a terminal and will be used to generate the CPR ADJP code of "M" which will be populated in the substep completion contract. "N" in this field will indicate that the material item is not associated with a resize and will generate a "NULL" entry in the CPR ADJP field on the substep completion contract.
- Two new work actions will be created in Job-entry for use on the "OTHER" type substep screen to facilitate the identification of CPR resizing information. The work actions will be "PCPR and RCPR". The quantity field will indicate the size of the terminal when either of these work actions are entered. Upon completion of a substep with either of these work actions the CPR ADJP code will be set to "R" for those substeps with a work action of RCPR and "P" for those substeps with a work action of PCPR. The substep completion contract will be populated with the usual data with the following completion exceptions and these will apply to substeps with either work action (PCPR..RCPR).
 - The material_item field in the substep completion contract will be populated with "TERM-[xxxx]pr" where the "xxxx" is equal to the "wa_qty" field in substep_ewo.
 - The record_qty field in the substep completion contract will be populated with "1".

19. JOB ENTRY - CLONE JOB/SUBSTEP.

• Clone Job - Additional functionality will be added to job entry to facilitate cloning of a Job. An icon will be added to the Job Details screen in Job entry. The user will select a template job for the job to be cloned and then selects the icon. A dialog box is displayed allowing the user to enter job level details for the new job. The user enters the Job level details and either clicks "OK" or "CANCEL". If the user clicks cancel the dialog box disappears and the new job is not created. If the user

enters a job number and clicks the OK button then the Job number is edited to insure that it is formatted correctly and does not already exist. Once edited, the system creates the entire job with step and substep data.

- Business Rule Clone ID field as blank
- Business Rule Clone address field as blank
- Clone Substep An icon will be added to the substep entry screens. When a substep is entered and focus is on that substep line, and the user clicks on the clone icon a dialog box will be displayed. The dialog box will ask how many substeps are required to be cloned. The dialog box will have "CANCEL and OK" buttons. When a number is entered and the OK button selected the system will create the additional substeps. If the user selects cancel then no new substeps are created.
 - Business Rule Clone ID field as blank

20. MULTIPLE MODULES - ADVANCED RETIREMENT

 A new indicator will be added to the substep_ewo table called RET_IND. This indicator will default to "N" for no. The purpose of this indicator is to indicate that material has been retired and that retirement has been sent to the financial system. A new field in the supstep completion contract will be added called "ret". This field will be populated from the substep_ewo table with a "N" for no and "Y" for yes.

When a substep is encoded in job entry it may or may not have a retirement date entered at that time. If a retirement date is entered (that is...the date comes from the engineer), then the date is populated in the substep ewo table in the retirement date field. The user can advance retire the material using this date by going to the Bulk Reporting screen and displaying the job and clicking the advance retire icon. A dialog box is displayed showing the retirement date entered on the job entry screen. If the user does not want to retire the material at that time he can select CANCEL and nothing happens. If the user wants to go ahead and advance retire the material then he selects OK and the substep completion contract is populated. When the completion contract is populated for the advance retirement the RET field is set to "N" according to the substep ewo table. Once the contract is . populated successfully, the system will change the indicator in the substep ewo table from "N" to "Y". This indicates that the material has been retired even though the substep is not complete. When the substep is completed the completion contract is populated again and this time the RET IND in the substep ewo table is set to "Y" so the RET field in the

completion contract is set to "Y" indicating that the material has already been retired. The "ret_dt" field in the substep completion contract is populated with the advance retirement date.

- When a substep is entered In job entry and a retirement date is not provided by the engineer the RET IND will default of "N". If the user wants to advance retire material he will access the Bulk Reporting screen and display the Job. The user then clicks on the advance retirement icon and a dialog box is displayed asking for a date. The user will enter the advance retirement date and click OK. The system will populate the substep completion contract and the RET field will be "N"...same as the RET IND in the substep_ewo table. Once the completion contract is successfully executed the RET IND will be set to "Y" meaning that the material has been advance retired.
- When the substep is completed the substep completion contract is populated and the RET field is populated with a "Y" indicating that the material has already been retired. The "ret_dt" will be populated with the advance retirement date.

21. JOB ENTRY - YEAR PLACED EDIT

 When a removal type substep is entered on the job entry screens an additional edit will be performed to check the material item and cpr indicator. If the material item has a cpr indicator set to "Y" then the year placed should be a required entry. If the cpr indicator is set to "N" then the year placed entry is not required.

22. OPF TABLE - JOB CLOSE INTERVAL

- A new field will be added to the OPF table at a cmc level and will be called the Job Close Interval. The value in this table field will be 2 numeric characters (00 to 99) and should be user controlled and at a CMC level. The regional default will be 10. This will be the interval (in days) between the Job End Date and the Job Close Date. A batch process will be added to check the Job End Date and the Job Close Interval and if necessary populate the Job Close Date.
- Example: The Job End Date is 6-1-1996.
 The Job Close Interval is set to 10.
 If the current date is 10 or more days past the Job End Date then the system will populate the Job Close Date with the current date.

NOTE: Once a job is closed it can not be re-opened for

any reason.

- The routine that will populate the Job End Date is as follows; When the last substep on a job is completed the system will check the progressive engineering indicator. If the indicator is set to "Y" then no further action is required at that time. If the indicator is set to "N" when the last substep is completed then the system will will check the INV_CD for all substeps. If this code is populated with a "N" or "I" for all substeps then the system will populate the Job End Date with the current date.
- When the progressive engineering application indicator is set to "Y" and the user changes the indicator to "N" then the system will do a check to see if all substeps on the job are complete and the Inv_cd is set to "N" or "I". If there are substeps that are not complete then no further action is needed. If there are substeps with the Inv_cd populated with a code other than "N" or "I" then no further action necessary. If all of the substeps are complete and the Inv_cd is populated with an "N" or "I" then the system will populate the Job End Date with the current date.
- If a job has the Job End Date populated with a date and a substep is uncompleted or if a new substep has been added to the job then the Job End Date will be removed. Once the additional substeps are completed then the system will go through the process as described above to populate the Job End Date and the Job Close Date fields.

23. MANAGEMENT REPORT - JOB CLOSE REPORT

- A mechanized Job Close report will created to list all of the jobs that have closed in the current week. The report will be sent mechanically to the cost office. This feed can probably be accomplished with a bufit file sent via E-MAIL. The E-MAIL address for the cost office will be held in the OPF table in a new field called cost_mail_add.
- Management Reports will provide the same data on line in OSPCM on a similar report. This report will be requested by CMC and Date. The date will identify the particular week that data is being requested for. In addition a second report will be developed and available

on a weekly and monthly basis which will be a list of all jobs that closed for the current month. On this report additional information will be included such as percent of open jobs that closed, etc..

24. TABLE - OPEDS WORK ACTION CONVERSION

 Presently the code developed by Watson Dorn includes a conversion work action table and it is assumed that this table will continue to be used in a stand alone application. The four work action codes that are used by the financial system are PLAC, REMO, PCPR and RCPR.

25. TABLE - OPF

Additional information will be added to the OPF table at a regional and/or cmc level. The table will hold the default values for contract work involving (depth, width, diameter, new/existing). When the system searches this table it will look at a CMC level and use the information available. If there is no information at a cmc level then the system will look at a regional level. If no information exists, then the user will have to input the data on the job entry placing screen. This is an existing feature [JBNTRY12.DOC] in the current application.

26. MANAGEMENT REPORT - PICS/DCPR

 A management report will be created to reflect the same data being retrieved from JMOS today. That is information associated with completed substep involving COE, DLC equipment. See attachment.

27. JOB ENTRY - EXCEPTION GEO LOC

 A new field "EX GL" will be added to job entry removal screen for removal type substeps. This field will be used to enter the exception GL for removal substeps associated with COE and DLC equipment. When the FRC associated with this type of equipment is used then the system should edit this field and require that a valid GL has been entered.

28. SCHEDULING - ADD JOB DESCRIPTION TO SCHEDULING SCREENS

Add a new column on the "Current Week, Next Week, 20 week limited and unlimited scheduling screens. This new column will be called "JOB DESCRIPTION".
 This new column will be the last column on the right hand side of all of the screens. The 65 character Job description will be populated in this column for each and

every activity on the screen. The grid will continue to be adjustable and will be left to the user to change and save the column widths.

29. OSPCM - WINDOWS NT COMPATIABLE

- The following should be designed to work on Windows NT
 - OSPCM
 - OSPCM managments reports
 - Chameleon
 - Focus for Windows
 - Navigator contracts
 - A letter should be drafted to all Outside Plant Contractors to assure compatibility of software

30. ADDITIONAL ITEMS - FEASABILITY

- The following items will be evaluated during the detail design process to determine what ,if anything, can be done and the best way to accomplish these items.
 - Default the work action on the job entry placing screen to "PLAC".
 - Default the work action on the job entry splicing screen to "SPL".
 - On the job entry placing screen, default the record qty and order qty on non cable material items to "1".
 - On the job entry placing screen, default the order qty to "1" on items when the record qty of "1" is entered.
 - Add description to the work actions on the drop down menu on the job entry screens.

31. JOB ENTRY - PERFORMANCE

 Edits are performed on each field as entered for the job entry screens. The system is slow in performing this edit and allowing the user to continue to the next field of input. The response time of the system should be improved for these screens.

Performance Requirements:

(list any performance requirements associated with this change)

Job entry material drop downs may affect performance goal of **2** seconds. No significant difference in performance should be seen when opening the scheduling screens due to adding the Job Description field at an activity level.

| ~ ^ | |
|--------------------------------------|---|
| Dependencies: | |
| (list any defects or features | OSPCM interface to FP is dependent on the use of Watson Dorn's |
| that this enhancement is | existing code. |
| dependent on) | |
| Interfaces: | |
| (list any interfaces that this | Job closed reports to Accounting |
| enhancement is dependent on) | PICS/DCPR reports |
| | Interface with the FP system |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Benefits: | |
| (provide benefits in dollars, | Benefits in dollars \$00.00. |
| reduced headcount, time | No reduced head count. |
| savings, etc. for doing this | Some time savings on encoding screens and very little if any on |
| work) | the time reporting screens. No savings on scheduling screens. |
| Affected Components: | (check (check) |
| |) No |
| | Yes |
| Job-Entry | |
| Pricing | |
| Scheduling | |
| Workstation | |
| Contractor Reporting | |
| JE - Other | |
| HELP | |
| User Guides | |
| Testing | |
| Infra-structure | |
| Management Reports | |
| Database | |
| | |
| Work-around: | (check) (check) |
| 4 1 | Yes No |
| (is there a temporary work around??) | |
| (describe work around in | |

Risks:

detail)

| (list factors that impact, | • | The items critical to passing material to the down stream |
|-----------------------------------|---|---|
| | | the field entired to passing material to the devin enterm |
| positive/negative, not doing this | | |

Business Rules:

| ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ | | |
|---|------------------|---|
| (list any business rules that | | |
| 12/hot once business redocthot | Can Hama abaya | I |
| TRUSTATIVEDISHESS RUES WALKER | See heme annive | I |
| (nor any badiness raise that | See Items above. | I |
| 0.00-0. | | |
| | | I |
| should apply) | | I |
| Should apply) | | |
| | | |

Decumentation Changes:

| Boronnemanon onanges. | **** | |
|--------------------------|-------------|---------------------|
| (list affected documents | • | HELP |
| requiring change) | • | User guides |
| | • | Instructor guides |
| | • | Functional decomp's |
| | • | Data Model |
| | • | Data dictionary |

Test Scenario:

| | · · · · · · · · · · · · · · · · · · · |
|---|---------------------------------------|
| | T- L- 6 |
| (list test scenarios required to | To be furnished by Feb 01, 1997. |
| 000 10000000000000000000000000000000000 | TO be fulfilled by 1 eb et; 1007. |
| 44-b | - |
| I test change) | |
| | |

Attachments:

| 900000000000000000000000000000000000000 | | |
|---|---|----------------------|
| (copies of screens, reports, | • | Job entry screens |
| etc. before and after proposed | • | Pricing |
| change) | • | Scheduling |
| | • | Work station |
| | • | Contractor Reporting |
| | • | JE-Other |
| | • | Management Reports |

Signatures of Agreement:

| BAE: | |
|---------------|------|
| BAE: | |
| BAE: | _ |
| BAE: | |
| Lead Analyst: | |
| Lead Analyst: | |
| Lead Analyst: | |



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requirements associated with

this change)

Functional Spec. # 6212 BAE Start Date: 05/06/1997 BAE Name: **Gail Deaton** 05/06/1997 BAE Tele. No.: 977-3615 BAE Comp. Date: LA Assianed: BAE Hours: CMVC Component Name: Job Entry - EWO Associated Defect/Feature No.: Target Release Date: Target Release: (give target release this needs (give target release date for phase 2.1 09/1997 to be in) this enhancement) Priority: (provide priority from 'feature med priority' list - production_hi through deferred low Revision No.: Reason for Revision: Subject: (brief description of change) Add percent ownership to the removal screen Introduction: (description of what system Currently the system is hard coded to enter 100 percent currently does, what needs to ownership for BellSouth. In the case of partial ownership, be changed, and why) OSPCM cannot generate the appropriate transaction to FP. Solution: (describe what the system will OSPCM should allow the entry of percent ownership for or should do and any general removal items. constraints or conditions that limit the solution) Change(s): Add the field "PCT" for percent ownership on the removal (detailed description of change) - [add additional rows if screen for Job Entry - EWO. Default the entry in this field to multiple changes] 100. Allow the user to overtype with changes. Performance Requirements: (list any performance None

| Dependencies: |
|--|
| (list any defects or features that this enhancement is dependent on) |
| Benefits: |
| (provide benefits in dollars, reduced headcount, time savings, etc. for doing this work) 1. Allows for the proper reporting of material removal items that are partially owned. |
| Affected Components: (check) (check) Yes No |
| RTOC Instructions |
| HELP |
| User Guides |
| T sting |
| Infra-structure |
| Management Reports Database The state of |
| Database |
| Interfaces |
| (list any legacy or new 1. FP interface will receive this information. |
| interface systems |
| impacted by this change) |
| |
| Work-around: (check) (check) |
| Yes No |
| (is:there:a temporary work around??) |
| (describe work around in 1. The work around is to default "PCT" to 100 for all removal |
| detail) items. |
| Risks: |
| (list factors that impact, 1. |
| positive/negative, not doing this change |
| onionige |
| Business Rules: |
| (list any business rules or 1. constraints that should apply) |
| |
| Documentation Changes: |
| (list affected documents 1. requiring change) |
| |
| Acceptance Criteria / Test Scenario: (list test scenarios required to test change prior to user: 1 Enter a substep on the removal screen. |
| (list test scenarios required to test change prior to user 1 Enter a substep on the removal screen. |

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| acceptance) REQUIRED | Change to derault from 100 to 80. Complete the step and follow the transaction to FP. |
|---|---|
| Attachments: | |
| (copies of screens, reports, etc. before and after proposed | |
| hange) | |
| Signatures of Agreement: (add edditional rows if | |
| necessary) | |
| BAE: | |
| Lead Analyst: | |



Functional Spec. # 6249_FS

| BAE Start Date: | 04-15-1997 | BAE Name: | MARK SEAL |
|-----------------|------------|----------------|--------------|
| BAE Comp. Date: | 04-18-1997 | BAE Tele. No.: | 205-977-3618 |
| BAE Hours: | 10.5 | LA Assigned: | |

CMVC Component Name: WORKSTATION --- JOBENTRY EWO --- MATERIALS MODULES

Associated Defect/Feature No.: 6249

| Target Release: | | Target Release Date: |
|---------------------------------|------|-------------------------------|
| (give target release this needs | 2.01 | (give target release date for |
| to be in) | 2.1 | this enhancement) |

Priority:

| /acatiga aciacia formation | 1 11 |
|--------------------------------|------|
| (provide priority from feature | HI |
| priority' list - production_hi | |
| | |
| through deferred low | |
| thir ought defended_low | |

| Revision No.: | |
|----------------------|--------|
| n | \neg |
| Reason for Revision: | |

Subject:

| (brief description of change) | 1 ADD, CHANGE AND DELETE EDITS TO HANDLE THE | |
|-------------------------------|---|--|
| | ENCODING, ORDERING, RECEIPTING, INVENTORYING, | |
| | REPORTING AND DISBURSEMENT OF ASSEMBLY | |
| | ITEMS. | |

Introduction:

| (description of what system | 1 CURRENTLY THE SYSTEM DOES NOT HANDLE |
|--|---|
| currently does, what needs to be changed, and why) | ASSEMBLY ITEMS CORRECTLY |
| be changed, and why) | FOR EXAMPLE: |
| | NON-ASSEMBLY MATERIAL ITEMS, SUCH AS |
| | CABLE, CAN BE ORDERED AS PART OF AN |
| | ASSEMBLY. |
| | THERE IS A POTENTIAL FOR NOT ORDERING ALL |
| | OF THE ITEMS IN AN ASSEMBLY. |
| | SINCE OSPCM INVENTORIES XPIDED AND NON- |
| | XPIDED ASSEMBLY ITEMS DIFFERENTLY, THERE |
| | ARE PROBLEMS WHEN THE USER COMPLETES THE |
| | SUBSTEPS FOR THE FACTORY ADD-ON ITEMS. |
| | THE USER WOULD NOT BE ABLE TO RECEIPT THE |
| | CABINET IN AN ASSEMBLY THAT HAD AN XPIDED |
| | ADD-ON IF IT WAS NOT THE FIRST ITEM ON THE |

ORDER. • SINCE CABINETS ARE MAINLY PLACED BY A CONTRACTOR AND CWIS ARE NOT GENERATED FOR ANY ADD-ON ITEMS, THE SUBSTEPS FOR ANY FACTORY ADD-ON ITEMS WOULD NEVER GET COMPLETED BECAUSE THEY DON'T APPEAR ON

Solution:

(describe what the system will or should do and any general constraints or conditions that limit the solution)

- 1. Change the system to ensure that an assembly item is encoded correctly.
- 2. Change the system to ensure all items in an assembly are ordered at the same time.

THE CONTRACTORS SCREEN.

- 3. Change the system so that the user can only receipt the cabinet within an assembly item and have the system autoreceipt the add-on items.
- 4. Change the system so that only the user must complete only substep that contains the cabinet and have the system autocomplete the add-on items. This will be for work reporting, bulk reporting and contractor reporting.

Change(s):

(detailed description of change) - [add additional rows if multiple changes]

JOBENTRY

- Remove any existing edits referring to XPIDS (A PIDed item beginning with an "X"). This will allow the system to handle all types of PIDed materials with assembly codes.
- 2. Business Rule: Material Items having an assembly indicator = "Y", must be encoded with an assembly code. Add additional edits to the Jobentry screens so that when material is entered without an assembly code, the system will check the Assembly Indicator in the OSPCM MATERIAL ITEM TABLE. If the Assembly Indicator is set to "Y", then return an error message to the user saying "THIS MATERIAL ITEM CANNOT BE ENTERED WITHOUT AN ASSEMBLY CODE". If the Assembly Indicator is set to "N", then allow the entry.
- 3. Business Rul: If an assembly is encoded, one of the substeps with that assembly code in that step must be for a cabinet having a subcategory code of "CABINET-HW" or "CABINET=HW&PI". Add additional edits to the Jobentry screens so that when

material is entered with an assembly code, the system will check the Assembly Indicator in the OSPCM MATERIAL ITEM TABLE. If the Assembly Indicator flag is set to "Y", then an additional check will be made to all other material items entered on the same Step with the same assembly code. A substep having a cabinet description from the Category of Circuit Egpt and the Sub-Category of "CABINET-HW" or "CABINET-HW&PI" must exist with the same assembly code. If a cabinet description from the Category of Circuit Egpt and the Sub-Category of "CABINET-HW" or "CABINET-HW&PI" does not exist, then return an error message saying "THIS ITEM CANNOT BE ENTERED WITHOUT A CABINET WITH THE SAME ASSEMBLY CODE ON THIS STEP." If a cabinet description from the Category of Circuit Egpt and the Sub-Category of "CABINET-HW" or "CABINET-HW&PI" does exist and has the same assembly code then allow the entry.

- 4. Business Rule: Material Items having an assembly indicator = "N", cannot be encoded with an assembly code, unless the material item has a subcategory code of "CABINET-HW" or "CABINET=HW&PI". When material is entered and an assembly code is entered, the system will check the OSPCM MATERIAL ITEM TABLE. If the item entered has an Assembly Indicator flag set to "N", then check to see if the material item is in either of the sub-categories of "CABINET-HW" or "CABINET-HW&PI" under the category of CIRCUIT-EQPT. If the item is not in one of these sub-categories then return an error message to the user saying "AN ASSEMBLY CODE IS NOT ALLOWED ON THIS MATERIAL ITEM".
- 5. Business Rule: Only one cabinet may exist per assembly code within a job step. If the assembly indicator is "N" and the item has a subcategory of "CABINET-HW" or "CABINET-HW&PI", then verify that only one item from these sub-categories exist with the same assembly code on the same step. If only one cabinet exists then allow the entry. If the user is attempting to enter more than one cabinet per assembly then return an error message saying "NO MORE THAN ONE CABINET IS ALLOWED FOR EACH ASSEMBLY CODE".
- 6. Busin ss Rule: If a cabinet is encod d with an assembly code, ther must xist at least on substep in that assembly for factory add-on material on that step. If the user enters a cabinet

- description from the Category of Circuit_Eqpt and the Sub-Category of "CABINET-HW" or "CABINET-HW&PI" with an assembly code then at least one other substep with a material item having an assembly indicator equal to "Y" must have the same assembly code on the same step. If no other of these substeps exist, then return an error message saying "FACTORY ADD-ON MATERIAL MISSING FROM THIS ASSEMBLY".
- 7. Business Rule: Cannot add a substep to an assembly item if the cabinet for that assembly item has already been ordered. If the user attempts to add a material item with an assembly code after the assembly item has been ordered then return an error message saying "CANNOT ADD MATERIAL ITEMS TO A MATERIAL ASSEMBLY ITEM THAT HAS ALREADY BEEN ORDERED".
- 8. Business Rule: Assembly codes are alphanumeric and the field size is 1. Do not allow the user to type in any other character other than A-Z or 0-9.

2 MATERIALS ORDERING & RECEIPTING

- Remove any existing edits referring to XPIDS (Except the one that ensures that the XPIDed item is the first item on the order. See #3 below.). This will allow the system to handle all types of PIDed materials with assembly codes.
- 2. Change the material application to add an edit to insure that all items with the same assembly code on a step are ordered at the same time. This needs to be true from the "Show Needed Requirements" option and the "Show Today's Requirements" option. Normally the cabinet will have the longest ship interval so the system should calculate an order date for each item in the assembly based on the cabinet order date.
- 3. The order process should continue to insure that if ordering an XPIDed item that it be the first item on the order. Usually the cabinet is XPIDed, but if ordering a non-XPIDed cabinet and an XPIDed addon item, the XPIDed add-on item must be the first item on the order. CAPRI has a business rule which requires that the XPIDed item, if one exists, be the first item on the order. If mutiple XPIDed items exist on the order, it doesn't matter which one comes first.
- 4. Change the materials "Order Receipting Process" so that when items with assembly codes are receipted, only the cabinets are receipted by the user. Any addon items should be auto-receipted by the system

when the cabinets are receipted in OSPCM. Do not create order receipt transactions for the factory addition items, but change thier substep material status to "R". When receipting, only the cabinet should be placed in the inventory. Do not create inventory items for the factory addition items.

MATERIAL REPORTING & DISBURSMENTS 3

- 1. In workstation the user will see the substep displayed only for the cabinet in an assembly item. The substeps for the factory add-on items will be masked or will not be displayed.
- 2. In BULK Reporting screens, the user will see the substep displayed only for the cabinet in an assembly item. The substeps for the factory add-on items will be masked or will not be displayed.
- 3. This same process should be followed when a user completes on the Bulk reporting screens at a Job, Print and Step level.
- 4. In Billing and Reporting the contractor will see the substep displayed for only the cabinet only in an assembly item. This is mainly because only the cabinet placment should generate CWI's. The substeps for the factory add-on items will be masked or will not be displayed because they do not have CWI's associated.
- 5. When the user completes the substep that contains the cabinet, a material usage record is created and sent to materials for disbursment from the inventory. If that cabinet is part of an assembly, the materials disbursment process will auto-disburse the substeps containing the factory add-on items in that assembly by changing the substep material status to "D" and changing the substep status to"CO".
- 6. The auto-disbursing process will not attempt to delete the factory add-on items from the inventory.

5

Performance Requirements:

(list any performance There should be no noticable affect on performance. requirements associated with this change)

Dependencies:

(list any defects or features 1. NONE that this enhancement is dependent on)

Benefits:

(provide benefits in dollars. Can handle the encoding, ordering, reciepting, inventorying, reduced headcount, time reporting and disbursing of assembly items. savings, etc. for doing this

| work) | | | |
|-------|--|--|--|

| Affected Components: | (check) | |
|----------------------|------------|-----|
| RTOC Instructions | Yes □ □ | No. |
| HELP | | |
| User Guides | | |
| Testing | | |
| Infra-structure | | |
| Management Reports | | |
| Database | | |

Interfaces

(list any legacy or new interface systems impacted by this change)

 The DCPR report in the Management Reports Module will display all cabinets and all add-on information. This is already in effect with the existing report.

| Work-around: | (check) (check) Yes No |
|--------------------------------------|--|
| (is there a temporary work around??) | _ 🛛 🛛 |
| (describe work around in detail) | There are work-arounds for part of this process, but it leaves "holes" in other areas of the application. For example, M&Ps could be written to handle most of the jobentry edits, but if cable is ever encoded with an assembly code, that cable would be shipped to the vendor. M&Ps could be written to instruct the user to order assembly items from the "Show Needed Requirements" window, but if they don't we may not order all of the items in the assembly since we cannot guarantee that all of the items would receive the same order date. Since we inventory add-on items in a non-XPIDed assembly and don't inventory add-on items in a XPIDed assembly, reporting doesn't know how to "complete" the substeps. They could report zero quantity on those add-ons in the XPIDed assembly, but how would the user know the difference between an XPIDed assembly and a non-XPIDed assembly. There is no work-around in the receipting process for XPIDed assembly items that have XPIDed add-ons. The user would not be able to receipt the cabinet if it wasn't the first item on the order. |

Risks:

(list factors that impact, positive/negative, not doing this change

 If this change is not done then the potential exists for some items in an assembly to be missed in the ordering process.
 Other items could be reported incorrectly. The user could order items in an assembly like cable and other non-assembly type

| • | |
|---|--|
| | nems. This will lead to unnecessary expense to reconcile these |
| | types of situations. |
| | |
| | |

Business Rules:

(list any business rules or constraints that should apply)

1. See changes above.

Documentation Changes:

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1. Help and User Guides

| Acceptance Criteria / Test Scenario: | |
|---|---|
| (list test scenarios required to test change prior to user acceptance) REQUIRED | 1 Attempt to input into the jobentry screens a substep containing a description from the material item table category of Circuit_Eqpt and a subcategory of CABINET-ADD-FAC. Do not enter an assembly code. Result should be an error message saying you need an assembly code with this material item. |
| | Add the assembly code above and try to save and close. Result - should get error message saying that a cabinet must have the same assembly code on the same step. Enter the cabinet from either of the sub-categories of "CABINET-HW" or "CABINET-HW&PI" under the category of CIRCUIT-EQPT on a different step with the same assembly code. (try each cabinet) Result - should get same error message. |
| | 3 Enter a cabinet from some other Category and sub-category with the same assembly code on the same step and the result should be the same error message. |
| | 4 Enter the cabinet from both of the sub- categories of "CABINET-HW" or "CABINET-HW&PI" under the category of CIRCUIT-EQPT on the same step with the same assembly code. Result - should get error message saying that only one cabinet is allowed in an assembly item. |
| | 5 Remove one of the cabinets and the system should accept the entry. |

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Encode a substep for a material description having an assembly indicator = "N" (i.e., cable) and enter an assebly code. Result - should get error message saying that an assembly code is not allowed on this material item. 7 Encode a substep for a cabinet having a subcategory of "CABINET-HW" or "CABINET-HW&PI" with an assebmly code but don't encode a factory-added substep on the step. Save the substep. Result - should get an error message stating that factory add-on material is missing from the assembly. Try to enter a non-alphanumeric 8 character as the assembly code. Result - should not be able to produce the kevstroke. 9 Verify that after configuration that the substeps for the assembly item are in different activities. 10 Verify that all of the material on the assembly item has the same order date when being ordered. This date should be based on the shipping interval of the cabinet. 11 Verify that the XPIDed item is always the first item listed on the order. 12 Try to add a factory add-on substep to an assembly after the cabinet has been ordered. Result - should get an error message which states that the substep cannot be added because the cabinet in that assembly has already been ordered. 13 Verify that only the cabinet can be receipted on an assembly item. Receipt the cabinet on an assembly item. Verify that all of the other items in the assembly item are auto-receipted and that only the cabinet is placed in the inventory. 14 Go to workstation and build a work report. Report the substep containing a cabinet that is part of an assembly item. 15 Verify that the substeps in the assembly item that don't contain the cabinet are not seen or that they are greyed out on the screen. Verify that all other

| · · · · · · · · · · · · · · · · · · · | | |
|---|-----|--|
| | | substeps containing material that are |
| | | part of the assembly item are auto- completed. |
| | 16 | Verify that a material usage is created |
| | ,,, | for the cabinet only. Verify that only the |
| | | cabinet is removed from the inventory. |
| | 17 | Go to Bulk reporting screens and |
| | | complete a substep containing the |
| | | cabinet of an assembly item. Verify that |
| | | the substeps in the assembly item that |
| | | don't contain the cabinet are not seen or |
| | 40 | that they are greyed out on the screen |
| | 18 | Verify that all other substeps containing |
| | | material that are part of the assembly item are auto-completed. |
| | 19 | Verify that a material usage is created |
| | | for the cabinet only. Verify that only the |
| | | cabinet is removed from the inventory. |
| | 20 | Repeat this process in Bulk Reporting at |
| | | the Job, Print and Step level. |
| | 21 | Go to Billing and Reporting and |
| | | complete a substep containing the |
| | | cabinet of an assembly item. Verify that |
| | | the substeps in the assembly item that don't contain the cabinet are not seen. |
| | 22 | Verify that all other substeps containing |
| | | material that are part of the assembly |
| | | item are auto-completed. |
| | 23 | Verify that a material usage is created |
| | | for the cabinet only. Verify that only the |
| | | cabinet is removed from the inventory. |
| | | Include test cases for XPIDed and non- |
| | • | XPIDed assembly items. |
| | • | Include test cases for an XPIDed add- |
| | | on item with an XPIDed cabinet and an |
| | | XPIDed add-on item with a non-XPIDed |
| | | cabinet. |
| | | |
| Attachments: | | |
| (copies of screens, reports, 1. NONE etc. before and after proposed | | |
| change) | | |
| | | |
| Signatures of Agreement: (add additional rows if | | |
| necessary) | | |
| DAC | | <u> </u> |

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Lead Analyst:

BAE Functional Requirement Document

Functional Spec. # 6372

| BAE Start Date: | 06/18/1997 | BAE Name: | Gail Deaton |
|---|-------------------|--|---|
| BAE Comp. Date: | 06/24/1997 6 | BAE Tele. No.: | 977-3615 |
| BAE Hours: | 0 | LA Assigned: | |
| CMVC Component Na | me: Job Entry - I | EWO | |
| Associated Defect/Fea | nture No.: 6372 | | |
| Target Release: | 30000 | arget Release Date: | |
| (give target release this need to be in) | | give target release date for his enhancement) | 9/97 |
| Priority: | | | |
| (provide priority from 'feature priority' list - production_hi through deferred low | production_ | .hi | |
| | | | |
| Revision No.: Reason for Revision: | | | |
| | | | |
| Subject: | | | |
| (brief description of change) | 0000/00004 | de behind the CST/MPT r Information screen to rou | number currently entered on |
| | resourc | | tic work to the proper |
| | | | |
| Introduction: | | | |
| (description of what system currently does, what needs to | | ly the CST/MPT number in prination screen, but this i | is a required field on the information is not used by |
| be changed, and why) | 20000000 | tem. Code needs to be b | |
| | 66666666 B | This is required becaus | nine which team to assign e currently there are |
| | 000000000 | | eam being assigned to the vill assign the work to the |
| | resourc | e that it finds first. The us | |
| | choose. | • | |
| Solution: | | | |
| (describe what the system w | 00000000 T | nfiguration editor should le | ook for a CST/MPT number |
| or should do and any general constraints or conditions that | 1110300 | irce assignment when co I, then assign the work to | nfiguring the job. If a match |
| limit the solution) | 09000000 | CST/MPT # entered. | and resource associated |

Change(s):

| | d descrip | |
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- EMPLOYEE EDITOR add a field on the resource line to assign a CST/MPT #. This field should be optional. This field should be 2 charcters. This field should be effective on the day it is input. No effective date is required!
- 2. JOB INFORMATION SCREEN Change the CST/MPT# field to optional.
- 3. CONFIGURATION On a substep save, the existing configuration code assigns a resource by selecting the first resource it comes to that can perform the substep work type in the wire center.
 - If a CST/MPT# is populated. Change the configuration process to read if a CST/MPT# is populated. If this field is populated, find a match with the resource that can perform the substep work type. Assign the work to this resource. This must be done for every substep.
 - If the CST/MPT# is blank. Assign a resource to the substep as in the existing code.
 - If the CST/MPT# is populated but no matches are found in the resources that can perform the work.
 Assign a resource to the substep as in the existing code.
- 4. If a CST/MPT# is changed or deleted after configuration.
 The entire job must be reconfigured. Enter a message on the save, when this field is changed after a initial configuration. EMU should read. You are possibly changing the assignment of resources for this job. Do you want to continue and reconfigure the job? YES or NO

Performance Requirements:

| (list any performance 1 requirements associated with this change) | Performance should not be affected. |
|---|-------------------------------------|
|---|-------------------------------------|

Dependencies:

| (list any defects or features that this enhancement is dependent on) | 1. | |
|--|----|--|
| that this enhancement is | | |
| aepenaent on) | | |

Benefits:

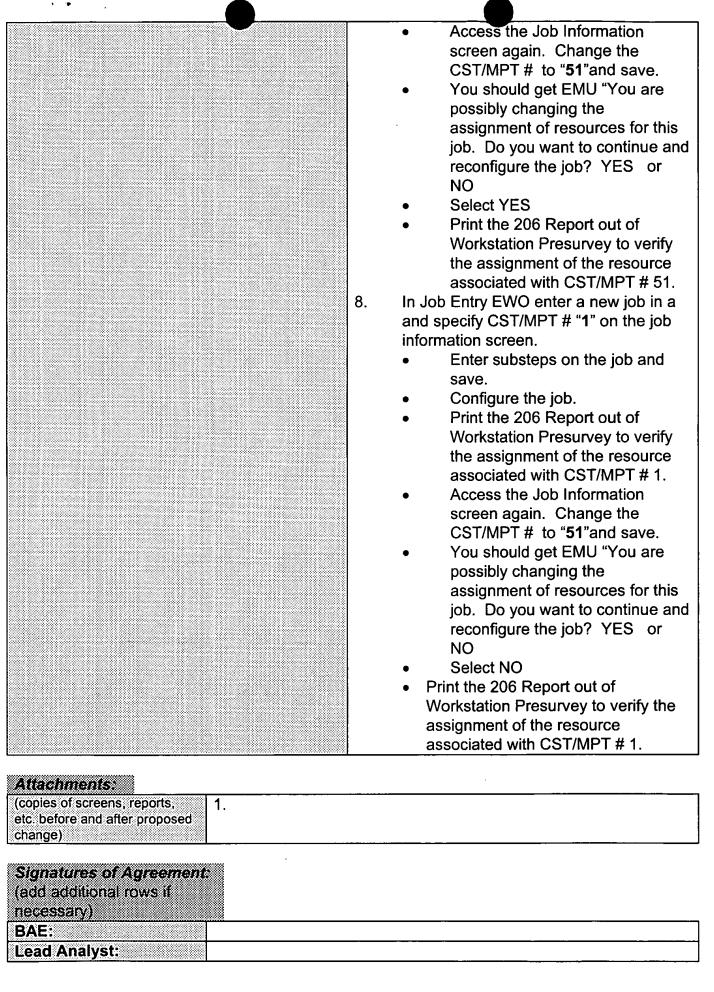
| *************************************** | |
|---|---|
| | . The current code does not allow the assignment of a CST or |
| reduced headcount, time | MPT team. Changes to direct the work to the correct resource |
| savings, etc. for doing this work) | are currently being performed after configuration in the |
| work) | scheduling module. This function will eliminate the manual |
| | effort associated with moving this work to the proper resource. |

| Yes No |
|--------|
|--------|

2

| RTOC Instructions HELP User Guides Testing Infra-structure Manag ment Reports Database | |
|---|---|
| (list any legacy or new interface systems impacted by this change) | |
| Work-around: (check) (check) Yes No (is there a temporary work around??) (describe work around in 1. The work is more | ved to the proper resource in the scheduling |
| detail) module manual | ly. |
| positive/negative; not doing this change CST/MPT # will confusion of the | e users by thinking that the input of the drive the work to the proper resource. The work being assigned to the wrong resource effort to correct the problem. |
| Business Rules: (list any business rules or constraints that should apply) | |
| Documentation Changes: (list affected documents 1. requiring change) | |
| Acceptance Criteria / Test Scenario: | |
| (list test scenarios required to test change prior to user acceptance) REQUIRED | Assign CST/MPT # "1" to a existing resource in test. Assign CST/MPT # "51" to a different resource. Verify that the field is optional. Verify that the changes in this field are effective immediately. In configuration tables - assign the same work to each of the two resources for a wire center. In Job Entry EWO enter a new job (in the wire center that was changed in configuration) and specify CST/MPT # "1" on the job information screen. |

- Enter substeps on the job and save.
- Configure the job.
- Print the 206 Report out of Workstation Presurvey to verify the assignment of the correct resource.
- 4. In Job Entry EWO enter a new job and specify CST/MPT # "51" on the job information screen.
 - Enter substeps on the job and save.
 - Configure the job.
 - Print the 206 Report out of Workstation Presurvey to verify the assignment of the correct resource.
- 5. In Job Entry EWO enter a new job in a and specify CST/MPT # "blank" on the job information screen.
 - Enter substeps on the job and save.
 - Configure the job.
 - Print the 206 Report out of Workstation Presurvey to verify the assignment of one of the resources. (System should have selected the first it came to.)
- 6. In Job Entry EWO enter a new job in a and specify CST/MPT # "99" on the job information screen.
 - Enter substeps on the job and save.
 - Configure the job.
 - Print the 206 Report out of Workstation Presurvey to verify the assignment of one of the resources. (System should have selected the first it came to.)
- 7. In Job Entry EWO enter a new job in a and specify CST/MPT # "1" on the job information screen.
 - Enter substeps on the job and save.
 - Configure the job.
 - Print the 206 Report out of Workstation Presurvey to verify the assignment of the resource associated with CST/MPT # 1.





Functional Requirement Document

6403

05/15/1997 BAE Name: **Gail Deaton** BAE Start Date: 977-3615 BAE Comp. Date: 05/15/1997 BAE Tele, No.: BAE Hours: LA Assigned: CMVC Component Name: CS - Job Entry Editor Associated Defect/Feature No.: Target Release: Target Release Date: (give target release date for (give target release this needs phase 3.0 this enhancement) to be in) Priority: (provide priority from 'feature med priority' list - production hi through deferred low Revision No.: Reason for Revision: Subject: (brief description of change) Develop a presentation for the CI and the CWI tables Introduction: (description of what system OSPCM currently does not have a presentation for the Cl currently does, what needs to and the CWI table. Core Staff must access ISQL forms to be changed, and why) enter updates to these tables. Adding these forms (with edits) to OSPCM will reduce the difficultly of these table updates. In addition, the user currently does not have access to view these tables. By having thise forms in CS -Job Entry Editor, the user can view these tables.

Solution:

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| or should | do and an | y general |
| constrair | its or condit | ions that |
| limit the | -0.000-0.000-0.000 | |
| | solution | |

- Develop a presentation for the CI and the CWI tables. The fields that are available on the current ISQL forms should be used.
- 2 Search will be focused on the individual CI code or the CWI code.

Change(s):

| ************************************** | |
|--|--|
| (detailed description of | 1 Add the Cl and the CWI table forms to CS - Job Entry |
| change) - [add additional rows if | • |
| · · · · · · · · · · · · · · · · · · · | |

| multiple changes) | Editor. |
|---|--|
| | |
| Performance Requiremen | ts: |
| (list any performance | 1 Performance should not be affected. |
| requirements associated with | |
| this change) | |
| | |
| Dependencies: | |
| (list any defects or features | 1. |
| that this enhancement is | |
| dependent on) | |
| | |
| B | |
| Benefits: | 4. 5. 6.6. 41.6.4 |
| (provide benefits in dollars, reduced headcount, time | Benefit from this feature is ease in table updates and the |
| savings, etc. for doing this | accuracy of data. |
| work) | |
| | |
| Affected Components: | (check) (check) |
| | Yes No |
| RTOC Instructions | |
| HELP | |
| | |
| User Guides | |
| Testing | |
| Infra-structure | |
| Management Reports | |
| Database | |
| | |
| Interfaces | |
| (list any legacy or new | 1. |
| interface systems | |
| impacted by this change) | |
| mipacica by this change/ | |
| | |
| Work-around: | (check) (check) |
| rroin-siouliu. | (check) (check) Yes No |
| (is there a temperature) | ••••• |
| (is there a temporary work around??) | |
| (describe work around in | Leave form access in ISQL. |
| detail) | 1. Eddy o form doods in force. |
| | |
| Risks: | |
| (list factors that impact, | 1. Accuracy of data and access for the user will be impacted, if |
| positive/negative, not doing this | this feature is not done. |
| change | tino touturo lo flot dollo. |
| | |
| Business Rules: | |
| (list any business rules or | 1. |
| constraints that should apply) | |

| Documentation Changes: | | |
|--|----|--|
| (list affected documents requiring change) | 1. | |

| (list test scenarios required to test change prior to user acceptance) REQUIRED | 1 | Compare the OSPCM CI and CWI presentation to the ISQL presentation and verify that all fields are captured. |
|---|---|--|
| | 2 | Make changes in the fields for a CI and save. Make sure the changes are saved and applied to configuration. |
| | 3 | Make changes in the fields for a CWI and save. Make sure the changes are saved and applied to conguguration. |
| | 4 | Log on as a read-only user type. Make sure this user type does not have update capabitiy. |
| Attachments: | | ириале оаравшу. |
| (copies of screens, reports, etc. before and after proposed change) | | |

| (add additional rows if necessary) | |
|------------------------------------|--|
| BAE: | |
| I ad Analyst: | |

Howard Chalmers 07/11/95 Created by: Creation date: Revision date: JAD Area: BT:

Scheduling

Business Rules - Job Id Required Window Deliverable:

| Processing Logic | |
|------------------|--|
| Action | |
| Event | |
| # | |

| A-14 IN Description of the property of the pro | Open the Job ID Required Window. Focus should be set to the Job # text box. | Search JOB AUTHORITY EWO job nbr to see if the job number entered in the Job ID Required Window is valid. | If the ID is valid, open the Activity Maintenance Window and populate the Job # field. (See Activity Maintenance EAM #1) | If the ID is invalid, open a message box informing the user that he entered an invalid job nbr. | | | Close the Form | | Open Help for Job ID Required. | | | |
|--|--|---|--|---|--|--|---------------------------|---------|--------------------------------|---------------------------|-----------------------------|----|
| | Open the Job ID Required window. | Check to see if the job nbr is valid. | Valid: open the activity maintenance window and | populate the fields based on | the Job LD. Close the Job ID Required Window | Invalid: Ask the user to enter a valid job nbr | Close the Job ID Required | Window. | Context sensitive help is | opened explaining why the | user must enter a valid Job | D. |
| 11.00 | User clicks on Activity Maintenance Toolbar button or the Tools> Activity Maintenance menu item without selecting a job. | User clicks OK button. | | | | • | User clicks the Cancel | button. | User clicks the Help button. | | | |
| | - | 7 | | | | | 3 | | 4 | | - | |

Kyla Wilson 5/22

7/274/95 by Craig Weeks Created by: Creation date: Revision date:

JAD Area:

Scheduling Generate Job Schedule Business Rules - CPM Process

Deliverable:

| # | Processing Logic | Data | Expected Results |
|---|--|------|------------------|
| | | | |
| 1 | Find the Job. | | |
| | • Find all SCHEDULING ACTIVITY related to the JOB AUTHORITY EWO where SCHEDULING ACTIVITY new activity ind is off. | | |
| 2 | The system determines the network key date for each activity network of a job. | | |
| | The system determines the activity with the most important user specified date type. | | |
| | Find the date type for all SCHEDULING ACTIVITY in a given SCHEDULING AREA by finding the SCHEDULING DATE TYPE associated to each SCHEDULING ACTIVITY. | | |
| | The importance of the date types are "hard coded" into the logic. LS (Lock Start) is the most important date type. NS (Normal Start) and NC (Normal Complete) are second most important. Currently these are the only permitted values of SCHEDULING DATE TYPE cd. | | |
| | Of the activities with the most important date types, the system will determine the activity with the highest priority. | | |
| | • (see above step for finding activity with most important date type) | | |
| | The priority of a specific activity can be found as an attribute of SCHEDULING ACTIVITY. The field is named SCHEDULING ACTIVITY priority ed. | | |

| 4 Madat | Make the date of the above activity (the activity with the highest priority for the most important | |
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| • | e type, the network help with the | _ |
| · | Find the key date of the above activity (SCHEDULING ACTIVITY $\underline{\text{key dt}}$) and make this the key date of the network. (SCHEDULING NETWORK $\underline{\text{key dt}}$ = SCHEDULING ACTIVITY $\underline{\text{key dt}}$ where the Activity is the activity with the most important date type and highest priority) | |
| • | Put the SCHEDULING ACTIVITY <u>nbr</u> of the activity which holds the network key date into SCHEDULING NETWORK <u>key activity nbr.</u> | |
| 5 De | Determine the placing hours remaining for the activity. | |
| 6 Fir | First, find all substeps for a given activity: | |
| • | Find all SUBSTEP EWO associated with each SCHEDULING ACTIVITY within the SCHEDULING AREA where the SUBSTEP EWO <u>status</u> cd = OPEN. | |
| 7 Fin | Find all Substeps defined as placing substeps | |
| • | The substep's work type (placing or splicing) is found by retrieving the WORK ACTION associated with the given SUBSTEP EWO and finding the SCHEDULING WORK TYPE cd associated with that WORK ACTION. This SCHEDULING WORK TYPE cd will be either P (Placing) or S (Splicing). These are the only valid values of this attribute. | |
| • | The placing substeps are identified with a SCHEDULING WORK TYPE $\underline{cd} = P$. | |
| 8 For | For each Substep defined as placing, determine the remaining hours: | |
| • | For each placing substep for each activity (a substep where the SCHEDULING WORK TYPE $\underline{cd} = P$ - see above), calculate the objective-hours. These objective-hours are SUBSTEP EWO sti time $\underline{qty} + \text{SUBSTEP EWO} \underline{adjusted}$ time \underline{qty} (rounded to the quarter hour). | |
| • | For each SUBSTEP_TIME_REPORT of each placing substep(a substep where the SCHEDULING WORK TYPE <u>cd</u> = P - see above), calculate the reported hours. Accumulate SUBSTEP_TIME_REPORT <u>hours qty</u> . | |
| • | The activity-remaining-hours are calculated as objective-hours minus reported-hours. | |
| • | If the activity-remaining-hours = zero, default the activity-remaining-hours to 1. | |

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| ۷ | Determine the splicing nours remaining for the activity. | |
| 10 | First, find all substeps for a given activity: | |
| | Find all SUBSTEP EWO associated with each JOB AUTHORITY EWO of the given SCHEDULING AREA. | |
| 11 | Find all Substeps defined as splicing substeps | |
| | The substep work type (placing or splicing) is found by retrieving the WORK ACTION associated with the given SUBSTEP EWO and finding the SCHEDULING WORK TYPE associated with that WORK ACTION. This SCHEDULING WORK TYPE of ither P (Placing) or S (Splicing). | |
| | • The splicing substeps are ones with a SCHEDULING WORK TYPE $\underline{cd} = S$. | |
| 12 | For each Substep defined as splicing, determine the remaining hours: | |
| | • For each splicing substep for each activity (a substep where the SCHEDULING WORK TYPE cd = S - see above), calculate the objective hours. These objective hours are SUBSTEP EWO sti time qty + SUBSTEP EWO adjusted time qty (rounded to the quarter hour). | |
| | • For each SUBSTEP_TIME_REPORT of each splicing substep(a substep where the SCHEDULING WORK TYPE cd = S - see above), calculate the reported hours. Accumulate SUBSTEP_TIME_REPORT hours qty. | |
| | • The activity-remaining-hours are calculated as objective-hours minus reported-hours. | |
| 13 | Convert the remaining activity hours to days. | |
| | activity-days = activity-remaining-hours(placing and splicing) divided by 8 divided by SCHEDULING ACTIVITY <u>crew size qty</u>. Round up to whole days. | - |

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| 14 | Determine the average one-way travel hours for the activity by calculating the average one-way travel hours of each substep in the activity. | |
| | Find the assigned Wire Center Area of a substep by finding the WIRE CENTER AREA associated with each SUBSTEP EWO of the SCHEDULING ACTIVITY (a substep is always worked in one Wire Center Area). | |
| | Find the RESOURCE GROUP assigned to the SCHEDULING ACTIVITY which is associated to the many SUBSTEP EWO found above. | |
| | With both the WIRE CENTER AREA and the RESOURCE GROUP for each SUBSTEP EWO, the system accesses the RESOURCE GROUP WIRE CENTER AREA. This associative entity holds the attribute travel qty. This attribute will allow the system to get the one-way travel for each substep. | |
| | Using the one-way travel for each substep in the activity, calculate the average-one-way-travel for the activity. | |
| 15 | Determine the travel hours for the activity. | |
| | • Determine the average-two-way-travel by multiplying the average-one-way-travel travel qty by 2. | |
| | • Determine activity-travel-hours by multiplying average-two-way-travel by the number of days the activity will span, activity-days(see number 13). | |
| 16 | Determine the duration of the activity by adding the remaining activity hours and the travel hours for the activity and converting these hours to days | |
| | SCHEDULING ACTIVITY dur = (activity-remaining-hours + activity-travel-hours) divided by 8 divided by_SCHEDULING ACTIVITY crew size qty. activity-remaining-hours: (see # 8 & #12) activity-travel-hours: (see # 15) activity-days: (see #13) | |

Determine CPM Start and/or CPM End dates for activities with user specified key dates(key activities).

Find the key activities:

- Find all SCHEDULING NETWORK associated to a JOB AUTHORITY EWO within a SCHEDULING AREA.
- For each SCHEDULING NETWORK, find all the SCHEDULING ACTIVITY where the SCHEDULING ACTIVITY key dt is populated(key activity). Find the SCHEDULING DATE TYPE related to the SCHEDULING ACTIVITY.

Calculate CPM start or end dates:

- If SCHEDULING DATE TYPE <u>cd</u> associated to above SCHEDULING ACTIVITY = LS (Lock Start) or NS (Normal Start):
- ⇒ Set the SCHEDULING ACTIVITY <u>critical path method start dt</u> = SCHEDULING ACTIVITY <u>key dt</u>
- ⇒ Add SCHEDULING ACTIVITY dur to SCHEDULING ACTIVITY <u>critical path</u>

 <u>method start dt</u> and put that date in SCHEDULING ACTIVITY <u>critical path method</u>

 <u>complete dt</u>
- if SCHEDULING DATE TYPE \underline{cd} associated to above SCHEDULING ACTIVITY = NC (Normal Complete)
- ⇒ Set the SCHEDULING ACTIVITY <u>critical path method complete dt</u> = SCHEDULING ACTIVITY <u>key dt</u>
- ⇒ Subtract the SCHEDULING ACTIVITY dur from SCHEDULING ACTIVITY critical path method complete dt and put that date in SCHEDULING ACTIVITY critical path method start dt

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| | Determine Activity CPM Start and End Dates for activities without user specified key dates(key activities). Using the network key date as a starting point, the system will work backward and/or forward in the activity network to determine the start and end date for each activity. In determining | |
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| | inese dates the system considers: the duration of the activity, the buffer days that separate the end of one activity from the start of the next activity and the number of days per week and hours per day the assigned resource normally works. | • |
| 19 | Find the network key activity | |
| | Find all SCHEDULING NETWORK associated to a JOB AUTHORITY EWO within a SCHEDULING AREA. | |
| | For each SCHEDULING NETWORK, find the SCHEDULING ACTIVITY where the SCHEDULING ACTIVITY <u>nbr</u> = SCHEDULING NETWORK <u>key activity nbr</u>. | |

| 2 | their CPM Start and End dates. | |
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| | Using PRIOR ACTIVITY, find all preceding SCHEDULING ACTIVITYs of the key SCHEDULING ACTIVITY. | |
| | • If the SCHEDULING ACTIVITY key dt of the preceding activity is not populated, | |
| | ⇒ For the key activity, subtract the SCHEDULING ACTIVITY buffer days qty from the SCHEDULING ACTIVITY critical path method start dt and put that date in the SCHEDULING ACTIVITY critical path method complete dt of the preceding activity. | |
| | ⇒ If the SCHEDULING ACTIVITY buffer days qty is not populated, use the SCHEDULING AREA default buffer days qty. | |
| | ⇒ For the preceding activity, subtract the SCHEDULING ACTIVITY dur from the SCHEDULING ACTIVITY critical path method complete dt and put that date in the SCHEDULING ACTIVITY critical path method start dt. | |
| | • If the SCHEDULING ACTIVITY key dt of the preceding activity is populated, | |
| | ⇒ For the key activity, subtract the SCHEDULING ACTIVITY buffer days qty from the SCHEDULING ACTIVITY critical path method start dt. | |
| | ⇒ If the SCHEDULING ACTIVITY buffer days qty is not populated, use the SCHEDULING AREA default buffer days qty. | |
| | ⇒ If this date overlaps the SCHEDULING ACTIVITY critical path method complete dt of the preceding activity, change the SCHEDULING ACTIVITY critical path method complete dt to this date and recalculate the SCHEDULING ACTIVITY critical path method start dt. | |
| | ⇒ This activity becomes the key activity for any activities that precede it in the network. | |
| | • For each preceeding activity, use the PRIOR ACTIVITY to find any succeeding activities. | |
| | • If the SCHEDULING ACTIVITY key dt of the succeeding activity is not populated: | |
| TCOP | V buffer days qty of the succeeding activity, to the path method complemed of the preceeding | 10:01 S0/15/15/05 NA 08/08/05 |
| PMTCOF | CPMTCOPY DOCCEMA SOME BUILDING AGRIVITY critical path method completing 40 pt that date in the SCHEDULING ACTIVITY critical path method start deals the succeeding activity | 5 10:01 AM 08/08/95 1:34 PM |

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| Working forward in the network, find all activities that succeed the key activity and calculate their CPM Start and End dates. Using PRIOR ACTIVITY, find all succeeding SCHEDULING ACTIVITYs of the key SCHEDULING ACTIVITY. | If the SCHEDULING ACTIVITY <u>key dt</u> of the succeding activity is not populated, Add the SCHEDULING ACTIVITY <u>buffer days qty</u> of the succeeding activity to the SCHEDULING ACTIVITY <u>critical path method complete dt</u> of the key activity and put that date in the SCHEDULING ACTIVITY critical path method start dt of the | succeeding activity. ⇒ If the SCHEDULING ACTIVITY <u>default buffer days qty</u> is not populated, use the SCHEDULING AREA <u>default buffer days qty</u> . | ⇒ For the succeeding activity, add the SCHEDULING ACTIVITY dur to the SCHEDULING ACTIVITY critical path method start dt and put that date in the SCHEDULING ACTIVITY critical path method complete dt. | If the SCHEDULING ACTIVITY <u>key dt</u> of thesucceeding activity is populated, | ⇒ Add the SCHEDULING ACTIVITY <u>buffer days qty</u> of the succeeding activity to the SCHEDULING ACTIVITY <u>critical path method complete dt</u> of the key activity. | ⇒ If the SCHEDULING ACTIVITY buffer days qty is not populated, use the SCHEDULING AREA default buffer days qty. | ⇒ If this date overlaps the SCHEDULING ACTIVITY critical path method start dt of the succeeding activity, change the SCHEDULING ACTIVITY critical path method start dt to this date and recalculate the SCHEDULING ACTIVITY critical path method complete dt. | ⇒ This activity becomes the key activity for any activities that succeed it in the network. | • For each suceeding activity, use the PRIOR ACTIVITY to find any preceding activities. | If the SCHEDULING ACTIVITY key dt of the preceeding activity is not populated: |

| Establish a system generated date-type and priority for each activity in each activity network of the job that doesn't have a user specified key-date, date-type and priority. Since the network key activity has the highest date-type and priority in the network, start with the network key activity. Work backward in the network to find all activities that precede the key activity. Working forward in the network, find all activities that succeed the key activity. If an activity of the key activity (as a key activity) to the date-type and priority. If an activity is not a key activity(as not have a user specified key-date, date-type and priority), is a test activity is a key activity to the date-type and priority to the key activity is a key activity have a user specified key-date, date-type and priority), it date-type and priority is not a key activity has a user specified key-date, date-type and priority), it date-type and priority is not a key activity is a key activity to a new a user specified key-date, date-type and priority of all its succeeding activities in the network that are not key activities. If another key activity is found and it's date-type and priority is found and it's date-type and priority is found and it's date-type and activities in the network that are not key activities. If another key activities work backward in the network to set the system generated date-types and priority of all its succeeding activities in the network key activity. Find the network key activity Find the network key activity Find the network key activity Find the sCHEDULING NETWORK associated to a JOB AUTHORITY EWO within a SCHEDULING ACTIVITY bey at and SCHEDULING ACTIVITY key at and SCHEDULING ACTIVITY bey at and SCHEDULING ACTIVITY key at a |
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| Working backward in the network, find all activities that precede the key activity and set their system generated date-type and priorities to the date-type and priority of the key activity: | Using PRIOR ACTIVITY, find all preceding SCHEDULING ACTIVITYs of the key SCHEDULING ACTIVITY. | • Set the SCHEDULING ACTIVITY sys. dt. type. cd for all preceding activities to the SCHEDULING DATE TYPE cd of the key SCHEDULING ACTIVITY. | Set the SCHEDULING ACTIVITY <u>sys gen priority cd</u> for all preceding activities to the SCHEDULING ACTIVITY <u>priority cd</u> of the key SCHEDULING ACTIVITY. | Using PRIOR ACTIVITY, find all succeeding SCHEDULING ACTIVITY's of the preceeding SCHEDULING ACTIVITYs. | • If SCHEDULING ACTIVITY key dt is not populated(not a key activity), | ⇒ Set the SCHEDULING ACTIVITY <u>sys_dt_type_cd</u> to SCHEDULING DATE TYPE <u>cd</u> of the preceding activity and set the SCHEDULING ACTIVITY <u>sys_priority cd</u> to the SCHEDULING ACTIVITY <u>priority cd</u> of the preceding activity. | • If SCHEDULING ACTIVITY key dt is populated(key activity), | ⇒ Do NOT set SCHEDULING ACTIVITY sys dt type cd and priority cd. | ⇒ This activity becomes the new key activity. Its date-type and priority will be used for setting the system generated date-type & priority of any non-key activities that succeed it in the network. | Recursively repeat this same step for each preceding activities of the key SCHEDULING ACTIVITY. |
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| So Working forward in the network, find all activities that succeed the key activity. If an activity is not a key, set its system generated date-type and priority to the date-type and priority of the key activity. If an activity is a key activity, its date-type and priority will be used to set the system generated date-type and priority of all its succeeding activities in the network that are not key activities. If another key activity is found and it's date-type & priority are more important(see # 2 & #3) than any of its preceding activities, work backward in the network to set the system generated date-types and priorities of these activities to the more important date-type and priority until an equally important or more important activity is found. | Using PRIOR ACTIVITY, find all succeeding SCHEDULING ACTIVITYs of the key SCHEDULING ACTIVITY. | If SCHEDULING ACTIVITY key dt is not populated(not a key activity), ⇒ Set the SCHEDULING ACTIVITY sys dt type cd to SCHEDULING DATE TYPE cd of the key activity and set the SCHEDIII. NG ACTIVITY sys priority | cd to the SCHEDULING ACTIVITY priority cd for the key activity. If SCHEDULING ACTIVITY key dt is populated(a key activity), | work backward in the network to find all its preceding activities (see above). If this key SCHEDULING ACTIVITY date type and priority ed > (more important) than any of its preceding SCHEDULING ACTIVITYs (sys. dt type ed and sys. priority ed or SCHEDULING DATE TYPE and priority ed, set the preceding SCHEDULING ACTIVITY sys. dt type ed and sys priority ed to the SCHEDULING DATE TYPE ed and priority ed of the key SCHEDULING ACTIVITY. Continue working backwards (see above) until the key SCHEDULING ACTIVITY date type and priority ed <= the preceding SCHEDULING ACTIVITYs (sys. dt type ed and sys. priority ed or SCHEDULING DATE TYPE and priority ed. | This activity becomes the new key activity. Its date-type and priority will be used for setting the system generated date-type & priority of any non-key activities that succeed it in the network. | Using PRIOR ACTIVITY, find all preceding SCHEDULING ACTIVITYs of the succeeding SCHEDULING ACTIVITY. | If SCHEDULING ACTIVITY key dt is not populated(not a key activity), CPMTCOPY_DOCCPMT_DOCCPNTT_DOG - Draft ⇒ Set the SCHEDULING ACTIVITY sys dt type cd to SCHEDULING DATE TYPE cd of the succeeding activity and set the SCHEDULING ACTIVITY sys TYPE cd of the succeeding activity and set the SCHEDULING ACTIVITY sys |

ISSUES:

1. Can multiple users be allowed to submit request to run the schedule? If so, what happens when more than one user in the same Scheduling Area submits a request on the same day?

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Kyla W. Martin 8/14/95

Created by: Creation date: Revision date:

JAD Area: BT: Deliverable:

Scheduling
N/A
New Functionality - CTAP EAM

| Processing Logic | [See specific screen EAM and Subteps Details EAM for descriptions of what data will be shown on these screens.] | The system will pull up the CTAP record associated with the substep selected on the Substep Details window (from the CTAP tab) The default information is as follows: Activity Number: SCHEDULING ACTIVITY nbr Substep work action: SUBSTEP EWO wa cd Number of Specials: CTAP specials nbr Findicator: CTAP find Construction Scheduled Start Date: CTAP const act start dt Construction Scheduled Start Date: CTAP into act dt LAC Scheduled Date: CTAP find Construction Actual Start Date: CTAP find select dt LAC Scheduled Date: CTAP find select dt Frame Scheduled Date: CTAP find select dt Construction Scheduled Date: CTAP find select dt Test Actual Date: CTAP pest sched dt Test Scheduled Date: CTAP pest sched dt Test Scheduled Start Date: CTAP post select dt Construction Scheduled Start Date: CTAP post sched st dt Bost Scheduled Start Date: CTAP post sched st dt Post Scheduled Start Date: CTAP post sched st dt Bridge Tap Scheduled Start Date: CTAP post sched st dt Bridge Tap Scheduled Start Date: CTAP post sched st dt Bridge Tap Scheduled Start Date: CTAP post sched st dt Bridge Tap Scheduled Start Date: CTAP post sched st dt Bridge Tap Actual Start Date: CTAP post sched st dt Bridge Tap Actual Start Date: CTAP post sched st dt Bridge Tap Actual Start Date: CTAP post sched st dt Bridge Tap Actual Start Date: CTAP post sched st dt Bridge Tap Actual Start Date: CTAP post sched st dt Bridge Tap Actual Start Date: CTAP post sched st dt Wire Center Description: CTAP wire center desc |
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| Action | The CTAP substep grid is opened showing all the substeps for the activity that was selected on the previous screen which have CTAPs associated with them. A button is brought up on the toolbar that allows the user to edit CTAP information. [This button is only available on this substeps window.] | The CTAP Details window is opened with the specifics of the CTAP associated with the substep. |
| Event | User selects the CTAP tab from the 20 Week Limited, 20 Week Unlimited, Current Week or Next Week screens, selects a row of the screen (an activity with a CTAP) and clicks the substeps button on the toolbar. | User selects a row (substep) from the CTAP tab of the 20 Week Limited, 20 Week Unlimited, Current Weck or Next Week Schedule Screens and clicks the CTAP details button. |
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Logic will also be added to the Scheduling EAM and the CTAP Preferences window EAM (new EAM).

**R0WX01_DOC - Draft

Kyla W. Martin 9/6/95

Created by: Creation date: Revision date:

JAD Area: BT: Deliverable:

Scheduling N/A New Functionality: Scheduling Preferences - CTAP Tab

| # | Event | Action | Processing Logic |
|---|--|---|--|
| | | | |
| - | User opens the Scheduling Preferences screen and | The CTAP Preferences tab is opened and populated. | The CTAP Preferences tab is opened and the information is defaulted to the Scheduling Area that the person is logged on under. |
| | selects the CTAP tab. | | For the person logged on, the system finds the cmc associated with them the finds the Scheduling Area that CMC belongs to. For that Scheduling Area, it looks up the following information and displays it on the screen: |
| | | | Verify variable = SCHEDULING AREA reg verify amt LAC variable = SCHEDULING AREA lac amt |
| | | | Bridge Taps variable = SCHEDULING AREA bridge amt |
| | | | Figure CLAC variable = SCHEDULING AREA fi frame and |
| | | | F1 specific Verify variable = SCHEDULING AREA 11 verify and Scheduling AREA 12 verify and Scheduling AREA 12 verify and Scheduling AREA 13 verify and Scheduling AREA 13 verify and Scheduling AREA 14 verify and Scheduling AREA 15 verify and Schedu |
| | | | Specials specific LAC variable = SCHEDULING AREA <u>spec lac amt</u> Specials specific LAC variable = SCHEDULING AREA <u>spec verify amt</u> |
| | | | All of the above amounts should be editable. Only integers should be entered. |

Howard Chalmers Created by: Creation date: Revision date:

6/24/95

7/27±3/95 - Howard Chalmers Scheduling

JAD Area:

Reschedule Activity Business Rules - Current Week Schedule Window Deliverable:

| Processing Logic | Populate the filters for DDLB (See Toother EAM - Prop Down Listbox) This logic chould be here and not in the Trother EAM. | Find the Scheduleing Area for the employee Select the SCHEDULING AREA cd for the EMPLOYEE ssn equals the ssn of the person logged on. | With than got the Scheduling Area the user is essentiated with | FGot the Solveduling AreaCMC that the employee it authorized to manipulated. Select all RESOURCE GROUP cds where the associated CONSTRUCTION MGT CENTER AREA name = EMPLOYEE CMC name and RESOURCE GROUP cmc = CONSTRUCTION MGT CENTER AREA cd | Select all unique JOB AUTHORITY EWO est inpt inbr CST MPT Nbr. where CONSTRUCTION MGT CENTER AREA name = EMPLOYEE CMC name and CONSTRUCTION MGT CENTER AREA name = the CMC for the Job | **Issuc: There is a possibility that CST/MPT could be another entity. If so, then it would have links to JOB AUTHORITY EWO and to CONSTRUCTION MGT CENTER AREA. | Enable the Displace menu items and Toolbar Button. | Populate the Job Activity Grid with all of the activities in the Scheduling area that start in the current week, activities that end in the current week, or activities in process (i.e. activities that begin before the current week that are not yet complete). | Populate the window with all jobs that are in the Scheduling Area for the current week. (The filter is all) (Week 1) Find EMPLOYEE for the person logged in by matching the wind to EMPLOYEE wid Find Scheduling Area by using CONSTRUCTION MGT CENTER. AREA associated with EMPLOYEE wid EMPLOYEE CMC Find Schiffbulling Area by using CONSTRUCTION MGT CENTER. AREA | You could also find all LABOR RESOURCE SCHEPULE repords which fall on days in the first week | Find all JOB AUTHORITY EWO associated with SCHEDULING AREA Find all SCHEDULING ACTIVITY associated with each JOB AUTHORITY EWO | There will be no row designating the week because all jobs are in the current week. |
|------------------|---|---|--|---|---|---|--|--|---|--|--|---|
| Action | The Current Week Schedule window is opened. | | | | | | | | | | | |
| Event | User clicks the Current Week Schedule Button on the | roolbar. | | | | | | | | | | t |
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Commitment Ind = If any SUBSTEP EWO associated with a SCHEDULING ACTIVITY has a COMMITMENT associated with The relationships that should be used in order to obtain the above columns should be found in the physical database through the Derive Weekly Schedule by searching the LABOR RESOURCE SCHEDULE for all activities which have hours scheduled for CTAP Ind = x or "". If any SUBSTEP EWO associated with a SCHEDULING ACTIVITY have a SUBSTEP EWO ctap ind, Select LABOR RESOURCE SCHEDULE scheduled hours qty where the associated SCHEDULING WORK TYPE $\underline{cd} = P$ (placing) and LABOR RESOURCE SCHEDULE $\underline{dt} = a$ date in the current week Select LABOR RESOURCE SCHEDULE scheduled hours qty where the associated SCHEDULING WORK TYPE cd = Select appropriate attributes from the SCHEDULING ACTIVITY, JOB AUTHORITY EWO, RESOURCE GROUP, Material Ind = x or " (Set by the scheduling process where materials have been recognized for a substep.) Resource ID = RESOURCE GROUP cd
Team Number = JOB AUTHORITY EWO cst mpt nbr (could change to CST Entity) S(Splicing) and LABOR RESOURCE SCHEDULE dt = a date in the specified week. A Horizontal and Vertical scroll bar should be used on the grid where appropriate and LABOR RESOURCE SCHEDULE joins SCHEDULING WORK TYPE. SCHEDULING ACTIVITY joins LABOR RESOURCE SCHEDULE, COMMITMENT, CTAP, LABOR TYPE, AND SUBSTEP EWO entities. End Date = SCHEDULING ACTIVITY scheduled completion dt SCHEDULING ACTIVITY joins RESOURCE GROUP, Where JOB AUTHORITY joins SCHEDULING ACTIVITY, Roadblock Ind = SCHEDULING ACTIVITY roadblock cd Start Date = SCHEDULING ACTIVITY scheduled start dt SCHEDULING ACTIVITY joins SUBSTEP EWO, SUBSTEP EWO, SUBSTEP EWO joins COMMITMENT, Activity Description = SCHEDULING ACTIVITY desc Crew Size = SCHEDULING ACTIVITY crew size gty Priority = SCHEDULING ACTIVITY priority cd then this field will be "X", otherwise it will be "" Misc Ind = SCHEDULING ACTIVITY misc i-ind lob Number = JOB AUTHORITY EWO job nbr it, this field will be "X", otherwise it will be " ". Date Type = SCHEDULING DATE TYPE cd Activity = SCHEDULING ACTIVITY nbr Calculation to Derive Placeing Hours Calculation to derive Splicing Hours Splice Hours = Derived (See Below) Place Hours = Derived (See Below) SUBSTEP EWO joins CTAP, Place jobs/activities into the grid. following entities: week one.

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| | | | In the above instances, the appropriate attributes will most likely be foreign keys when the physical tables are built. |
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| ۲۰ | User selects a Resource from the Resource Group DDLB | The Job Activity Grid is filtered to display all | Select all activities and jobs where the associated RESOURCE GROUP $c\underline{d}$ = the selected Resource Group. (For all activities in all jobs to be displayed or where JOB AUTHORITY EWO $cst mpt nbr = the selected team number.$ |
| | | activities assigned to the selected Resource Group or | Display these jobs in the grid. |
| | | team number. | **! nould divide this pertion into the supplemental area section and the main window section. You need to define all that is in |
| | | If "ALL" is selected, the | the main section as well as in the supplemental section (you could refer to another section where you may have already stated this hat you cit! need to be cancife ** |
| | | supplemental grid is hidden. | Main Schedule Grid: |
| | | • | The main schedule grid is filtered based on the code selected in the drop down list box, which may be a Resource ID or a team |
| | | If any other Resource ID or team number is chosen, the | number (CSI or MP1). |
| | | supplemental grid appears | If "ALL" is chosen, all activities for the current week are displayed. |
| | | with any quick scheduled | If another code is chosen, the grid is filtered based onthe item chosen. |
| | | activities for that Resource | |
| | | ID (team number) which | Supplemental Grid: |
| | | nave not been scheduled into the main grid. (See #3) | recomplete (CCT of 107). The column is the rapple would got the thirty of the chiefled got weapth for the |
| | | | dates. The certaintes in the supplemental and have not been put into the actual solution so the dates used ano the COM summand dates into a file substituted and dates. |
| | | | 10. A 112 in a hadran bide the cumplemental mid |
| | | | |
| | | | Do you need to add the "supplemental indicator" logic here? This includes the ACTIVITY QUICK START indicator and the SCHEDULING ACTIVITY indicators will be examined, |
| | | | what will be shown; etc. If our other valid expenses 1D or rees comber is chases, complete the samplemental with one quish cabadulad estivities for |
| | | | that resource ID or team number that have not been scheduled into the main grid. These activities will be identified by a value in |
| | | | ACTIVITY QUICK START Supplemental Ind. **This indicator will be added to the ACTIVITY QUICK START. When it is, |
| | | | containing equipments that have CPM that determine week. These ectivities will be identified by SCHEDULING |
| | | | VCTIVITY amplication in a now in the control of the |
| | | | For each Activity within each job-the following columns are shown in the supplemental crit. |
| | | | tob Number = JOB AUTHORITY EWO jeb :: br |
| | | | Activity - SCHEDULING ACTIVITY aby (all activities associated with the above job) |
| | | | Prienty – SCHEDULING ACTIVITY prienty ed Does Times – SCHEDULING DATE TVDE 64 (45) SCHEDULING DATE TVDE Secondaria vida ekonomistica |
| | | | Craw Size — SCHEDULING ACTIVITY craw size que |
| | | | Place Hours - Derived (See Below) ACTIVITY QUICK START quick schedule hours quy |
| | | | Splice Hours - Derived (See Below)ACTVITY QUICK START quick schedule hours gly December of the SCHEDIH INC WODE TVDE according with the ACTIVITY OFFICE the hours will be either |
| | | | Popularing or splicing. |
| | | | CPM Start Date - SCHEDULING ACTIVITY critical path method start dt |
| | | | CPALEnd Date - SCHEDULING ACTIVITY critical path method complete de |
| | | | Activity Coccentration — Scattering Live Teach 1944 From the Constitute of the participal of the participal of the Constitution of the Constitutio |
| | | | Team Number = JOB AUTHORITY EWO est mpt abs |
| | | | Supplemental Ind - SCHEDULING ACTIVITY supplemental ind |

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| | | | Actional ind — X-er (2012) the Gendalming provide values maintains have been recognized for a subscept, Resubbook and — X-CHEDULING ACTIVITY resubbook ed CTAP ind — X-or |
|----|----------------------------|--|---|
| | | | Wise Ind - SCHEDULING ACTIVITY mise lind |
| | | | **Since the hours for the supplemental grid are found differently than the main grid, it needs to be clear as to what area von are talking about** |
| | | | Calculation to find placing and splicing hours! To find hours for each word type account 8 hours! day, 5 days! word for each oran month or for an activity. For each SCHIEDULING ACTIVITY OF ACTIVITY of the worked in that wook, find the number of days the activity will be worked in that wook, fand into account holidays and wookened.) Mulitply 8 hours! day by SCHIEDULING ACTIVITY Grow Size Que for each day to find the total number of hours in each wook. |
| | | | **Calculation to find placing and splicing hours for the main grid would be the same as in the 20 week limited screen. **The placing and splicing hours for the supplemental is above. |
| | | | The activities in the main grid will be identified by joining SCHEDULING ACTIVITY and RESOURCE GROUP where RESOURCE GROUP cd = the selected Resource Group in the drop down or by joining SCHEDULING ACTIVITY and JOB AUTHORITY EWO where JOB AUTHORITY EWO CST MPT he selected team number in the drop down (CST MPT could become an entity). |
| | | | Activities in the supplemental area will be identified by one of two values. -SCHEDULING ACTIVITY supplemental ind = "X" (Indicates activities with CPM dates that include the current week - from the CPM process) -ACTIVITY QUICK START schedule ind = "S" (Indicates Activities that have been quick scheduled into the current week but have not yet been dragged into the main schedule) |
| | | | ACTIVITY and SCHEDULING ACTIVITY TO RESOURCE CROUP when PESCURCE CROUP at the selected Reserved. The third and SCHEDULING ACTIVITY CWO where JOB AUTHORITY EWO where JOB AUTHORITY EWO where JOB AUTHORITY EWO SUPPLIES the selected team number in the drap down and **Hore you should change the logic to fit the way the supplemental indicators are to work now, ** SCHEDULING ACTIVITY Supplemental Ind. — True The supplemental grid will also show all SCHEDULING ACTIVITY where an associated ACTIVITY QUICK STARE supplemental ind. — True |
| | | | When the supplemental grid is visible, enable the Tools> Overload menu item and the Overload Toolbar button |
| ri | Populate Supplemental Grid | Populate Supplemental grid when an item (other than "ALL") is chosen from the drop down. | The supplemental grid is hidden or shown based on the code selected in the drop down list box, which may be a Resource ID or a team number (CST or MPT). The columns in the supplemental grid are identical to those in the schedule grid except for the dates. The activities in the supplemental grid have not been put into the actual schedule, so the dates used are the CPM start and end dates instead of the scheduled start and end dates. |
| | | | If "All" is chosen, hide the supplemental grid If any other valid resource ID or team number is chosen, populate the supplemental grid with any quick scheduled activities for that resource ID or team number that have not been scheduled into the main grid.: |

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| | | | Activities in the supplemental area will be identified by one of two values: SCHEDULING ACTIVITY supplemental ind = "X" (Indicates activities with CPM dates that include the current week - from |
|----|--|--|---|
| | | | the CPM process) ACTIVITY QUICK START schedule ind = "S" (Indicates Activities that have been quick scheduled into the current week but |
| | | | have not yet been dragged into the main schedule) |
| | | | For each Activity within each job. the following columns are shown in the supplemental grid. |
| | | | Job Number = JOB AUTHORITY EWO job nbr Activity = SCHEDULING ACTIVITY nbr (all activities associated with the above job) |
| | | | Priority = SCHEDULING ACTIVITY priority cd Date Type = SCHEDULING DATE TYPE cd (the SCHEDULING DATE TYPE associated with the above activity) Crew Size = SCHEDULING ACTIVITY crew size atv |
| | | | Place Hours = See below Splice HoursSee below |
| | | | CPM Start Date = SCHEDULING ACTIVITY critical path method start dt CPM End Date = SCHEDULING ACTIVITY critical path method complete dt |
| | | | Activity Description = SCHEDULING ACTIVITY desc |
| | | | RESOURCE ID = RESOURCE ORDOR OF UTILITIES ASSOCIATED WITH THE ACTIVITY) Team Number = JOB AUTHORITY EWO est inpt inbr |
| | | | Supplemental Ind = SCHEDULING ACTIVITY supplemental ind Material Ind = v. or "" (Set by the orbeduling monesc where materials have been recomited for a cubsical) |
| | | | Ranchal Int. — x of (Sec by the Scheduling process which financials have occurred from a substep.) Roadblock ind = SCHEDULING ACTIVITY roadblock cd |
| | | | CTAP Ind = x or "". (When in physical form it will be most likely SCHEDULING ACTIVITY ctap ind Commitment Ind = x or "". (need to be consistent) Where a search of COMMITMENT as it relates to all substep in an activity.) |
| | | | Misc Ind = SCHEDULING ACTIVITY misc ind |
| | | | |
| | | | Calculation to fina placing and spicing nours: CPM Activity: |
| | | | To find hours for each work type, assume 8 hours/ day, 5 days/ week for each crew member for an activity. For each SCHEDULING ACTIVITY to be worked in a given week, find the number of days the activity will be worked in that week (take |
| | | | into account holidays and weekends). Mulitply 8 hours/ day by SCHEDULING ACTIVITY Crew Size Qty for each day to find the total number of hours in each week. |
| | | | Quick Start Activity: |
| | | | Placing Hours = ACTIVITY QUICK START scheduled hours qty Splicing Hours = ACTIVITY QUICK START scheduled hours qty |
| | | | Depending upon the SCHEDULING WORK TYPE associated with the ACTIVITY QUICK START, the hours will be either placing or splicing. |
| | | | |
| 4 | User clicks or double clicks a row in the Job Activity grid. | The selected row is highlighted. | The columns of the selected row would be held in a temporary array. |
| S. | User tabs from Grid | Focus is set to the Resource ID Drop down. | Force the focus to be set on the drop down. This will, in effect, include the drop down in the tab order on the form. |
| | | | |

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| The temporary array holding the selected row is used to populate the Activity Maintenance window (see Activity Maintenance EAM) If no activity is selected, the message box should appear asking the user to select a row to displace. | The temporary array holding the selected row is used to populate the Displace Activity window (see Displace Activity EAM) If no activity is selected, the message box should appear asking the user to select a row to displace. | This should function in the same manner as if the user clicks on the scroll bar above where the page marker is located. (but not on the up arrow). Note: This paging toolbar should either be common across all grids in the OSPCM phase 2 application, or not used at all. The ADC should determine if this is possible. The complete functionality of the toolbar should also be determined by the ADC pending approval of the Business Area Experts in Birmingham. At this point, Scheduling has the only possible need for this vertical data control. Pending the changes to the 20 week schedule (for data access), this control will be used to update the data in the grid. We will make a business case for this (since it violates) | standards), but we will keep the control standard across all of screduing. See Note in # 6. | See Note in # 6. See Note in # 6. | See Note in #6. | See Note in # 6. | E NOIG III # O. |
|---|--|---|---|---|---|--|---|
| If a row is selected, the Activity Maintenance window opens with the information from the selected activity already populated. If no row is selected, a message box appears asking the user to select an activity. | If a row is selected, the Displace Hours form appears with the selected activity information already populated. Otherwise a message box appears asking the user to select an activity. | The previous screen of information will be displayed. | The selected row moves upward one row. The "row selected indicator" moves beside the newly highlighted row. | The highlighted/selected row is "marked" for recall. The cursor and screen which had been "marked" for recall are brought back | on the screen and the cursor selects it. The selected row moves downward one row. The "row selected indicator" moves beside the newly highlighted row. | The next screen full of information will be displayed. | I ne cursor and view of the information will be changed to show the first full screen |
| User clicks on the Activity Maintenance toolbar button or selects Activity Maintenance from the menu | User clicks on Displace Hours tool button or the Displace menu item. | User clicks the Page Up arrow button on the side toolbar. | User clicks Row Up arrow button on the side toolbar. | User clicks the Mark Row button (push pin) on the side toolbar. User clicks the Recall Row button (arrow) on the side toolbar. | User clicks on the Row Down button on the side toolbar | User clicks Page/Screen Down button on the side toolbar. | User clicks the Beginning of List button on the side toolbar. |
| ý | 7. | œ̈́ | 6 | 10. | 12. | 13. | ±. |

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09/25/95 8:42 AM07/27/95 1:18 PM07/27/95 12:16 PM07/14/95 1:15 PM07/12/95 643 PM

| | | | (man) = 1 |
|---------|---|---|---|
| | | of the job/activity information. | |
| 15. | User clicks End of List button on the side toolbar. | The cursor and view of the information will be changed to show the last full screen of the job/activity information. | See Note in # 6. |
| 16. | User selects row in the Supplemental Area | The selected row is highlighted | A temporary array is populated with the information from the row. |
| | User drags row from Supplemental Area to Main Schedule Grid | The row is removed from the Supplemental Grid and placed into the main schedule grid. If the activity is one that has been quick scheduled into the first week, the date type is listed as QS, **if it is a CPM activity, the date type is listed as NS | For a CPM activity, the Quick Schedule window is popped up asking for the number of hours to be Quick Scheduled into the current week, the value for SCHEDULING ACTIVITY Supplemental Ind for the colored activity is changed to incline the current week, the value for the current week the value for the current week the value of the current week the current week the current week the nativity of the current week the nativity of the current week the nativity of the current week the nativity in ACTIVITY QUICK START scheduled into the current week the next time the scheduling process is run (See Scheduling Process EAM). The activity is deleted from the supplemental grid and added to the main grid. The activity is deleted from the supplemental grid and added to the main grid. |
| <u></u> | The user selects the save tool button or the save menu item | All changes to the form are saved to the database. | If any rows have been moved from the Supplemental grid to the Schedule grid, they are committed to the database. For a CPM activity, create an associated ACTIVITY QUICK START record with scheduled ind = "W" (or whatever) to show that the Activity has been moved into the main grid and may be scheduled into the current week, update SCHEDULING ACTIVITY QUICK START supplemental ind to indicate that the activity has been moved to the main schedule. Where JOB AUTHORITY EWO job nbr = gChangedGrid().Job Number (Job Id for every changed row in the main grid) via the link from SCHEDULING ACTIVITY to JOB AUTHORITY EWO. If any hours have been displaced, they are committed to the database. (See Displace Hours EAM) **TWEATH ACTIVITY QUICK START Supplemental indeator" (whatever it is named) is set to show that it is not in the cupplemental area and the other indicator is set to show that it is a displaced not a normal quick start activity. |
| | The user selects Save and Exit tool button or the Save and Exit menu item | All changes to the form are saved to the database. Form is closed | If any rows have been moved from the Supplemental grid to the Schedule grid, they are committed to the database. (See #18) **Take into account the new logic we discussed and if the indicator on ACTIVITY QUICK START or SCHEDULING ACTIVITY would be changed. Lipdate SCHEDULING ACTIVITY Supplemental ind. to chow that the activity was moved from the supplemental area Where LOB AUTHORITY EWO job nbs. = SCHEDULING ACTIVITY is JOB AUTHORITY EWO. |

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4

| | | | if any hours have been displaced, they are committed to the dambase. |
|-----|------------------------------|--|--|
| | | | See above, but this would be handled in the Displace window EAM,**What heppens when me displace heurelings |
| | | | If any hours have been displaced htey are saved to the database (See Displace Hours EAM) |
| | | | Form closes |
| 30 | User selects Search Bulton | Search on Feb (1997)737 | Select all activities for the gaven Resourse II) or team number where EOB ALTHORITY EWO <u>sob thy</u> = cruered Job II) via the last from EOB ALTHORITY EWO SO SCHELLING ACTIVITY |
| | | **Do we know what this button secusity does yet"" | |
| 21. | User clicks Overload button | Allow everload of the | ididididiyinan yang pancel padesad eqi chii sinal je Siijinpalas anaji∀i** |
| | or selects the Overload menu | enreat weak scheerla. | |
| | item. | The Overload Details screen | Or does this just allow the user to schadule hours over and above the evalable hours without touching reserved heurspring |
| | | is popped up showing | See Overload Details Window EAM |
| | | amount of overload. | |
| | • | remaining reserved hours. | |
| | | etc. | |

Howard Chalmers 07/06/95 Created by: Creation date:

07/10/95 Revision date:

JAD Area:

BT:

Scheduling Change Scheduling Network Business Rules - Delete Activity Window **Deliverable:**

| Processing Logic | |
|------------------|--|
| Action | |
| Event | |
| # | |

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If neither of the above conditions exist, the activity is deleted from the network:

Delete the link between SCHEDULING NETWORK and SCHEDULING ACTIVITY

The form is closed

1

Howard Chalmers 07/06/95 Created by: Creation date:

Revision date:

JAD Area:

Scheduling Change Activity Network Business Rules - Delete Dependency Window Deliverable:

| | Event Action Processing Logic | Event | # |
|--|-------------------------------|-------|---|
|--|-------------------------------|-------|---|

Craig Weeks 7/10/95 Created by:

:

Creation date:

7/10/95 - Craig Weeks Revision date:

JAD Area:

Scheduling Quick Schedule Activity Business Rules - Displace Deliverable:

| Processing Logic | |
|------------------|--|
| Action | |
| Event | |
| # | |

| # | Event | Action | Processing Logic |
|-------------|---|--|--|
| | | | |
| 1 | User clicks the Displace button on the toolbar or | The Displace window is opened. | Populate the Job and Activity fields: |
| | selects Tools> Displace menu item from the Current Week window. | - | If an activity line has been selected from the Current Week Schedule or Next Week Schedule window, the valid information will be populated. Otherwise an error message will appear stating that the user must select an activity from the schedule prior to displacing hours. |
| | | | Populate the Job field with the JOB AUTHORITY EWO job nm from the selected row on the Current Week Schedule or Next Week Schedule window. |
| | | | Populate the Activity field with the SCHEDULING ACTIVITY nbr from the selected row on the Current Week Schedule or Next Week Schedule window. |
| 7 | User clicks up/down arrows on the Placing hours field. | The number of hours is increased/decreased by one. | |
| ဧ | User clicks up/down arrows on the Splicing hours field. | The number of hours is increased/decreased by one. | |
| 4 | User clicks the OK button. | The information is verified and saved. | **Check to insure that the user is not attempting to displace more hours from week one than are scheduled in week one minus any hours reported as worked in week one (done by checking the LABOR RESOURCE SCHEDULE table) |
| | | | Find placing time reported as worked in week one. Find all the SUBSTEP EWO of the SCHEDULING ACTIVITY where SCHEDULING WORK TYPE cd = 'placing'. For each SUBSTEP EWO, find all the SUBSTEP_TIME_REPORT where SUBSTEP TIME REPORT timestanp falls in the given week. Placing Reported Hours = sum of the SUBSTEP_TIME_REPORT hours qty. |
| | | | Find all the LABOR RESOURCE SCHEDULE for the SCHEDULING ACTIVITY and for a SCHEDULING WORK TYPE <u>cd</u> ="placing" and where LABOR RESOURCE SCHEDULE <u>dt</u> is in the given week. |
| | | | Placing Scheduled Hours = sum of LABOR RESOURCE SCHEDULE $\frac{\text{scheduled hours qty.}}{\text{scheduled hours qty.}}$ |
| | | | If the amount of displaced Placing Hours > Placing Scheduled Hours - Placing Reported Hours, generate error message "Placing Hours specified exceeds scheduled Placing Hours". |
| | | | Find splicing time reported as worked in week one. Find all the SUBSTEP EWO of the SCHEDULING ACTIVITY where SCHEDULING WORK TYPE cd = 'splicing'. For each SUBSTEP EWO, find all the SUBSTEP_TIME_REPORT where SUBSTEP TIME REPORT timestanp falls in the |
| | | | given week. Splicing Reported Hours = sum of the SUBSTEP_TIME_REPORT hours aty. |

| | Find all the LABOR RESOURCE SCHEDULE for the SCHEDULING ACTIVITY and for a SCHEDULING WORK TYPE \underline{cd} ="splicing" and where LABOR RESOURCE SCHEDULE \underline{dt} is in the given week. |
|---|--|
| | Splicing Scheduled Hours = sum of LABOR RESOURCE SCHEDULE scheduled hours qty. |
| | If the amount of displaced Splicing Hours > Splicing Scheduled Hours - Splicing Reported Hours, generate error message "Splicing Hours specified exceeds scheduled Splicing Hours". |
| | If the Placing Hours were entered, • find LABOR WEEKLY AVAILABILITY where LABOR WEEKLY AVAILABILITY week = 2. |
| | **Displacing hours do not use reserved hours. if Placing Hours > LABOR WEEKLY AVAILABILITY remaining reserved hours qty, generate a dialog message stating |
| | "Placing Hours specified exceeds Remaining Reserved Hours in Next Week. Do you want to Overload?" • if "no" to the overload question is specified, stop & return control to the Displace screen. |
| | if "yes" to the overload question is specified, add the difference between the Placing Hours and LABOR WEEKLY AVAILABILITY remaining reserved hours ont to LABOR WEEKLY AVAILABILITY overload hours ont |
| | • find ACTIVITY QUICK START related to the SCHEDULING ACTIVITY where ACTIVITY QUICK START week=2 and SCHEDULING ACTIVITY WITH THE SCHEDULING ACTIVITY WHICH START WEEK=2 and SCHEDULING WITH START WEEK=3 and SCHEDULING WITH START WITH WEEK=3 AND WITH START WITH WEIGHT WEEK=3 AND WITH WEIGHT WITH WEIGHT WEIGHT WEIGHT WITH WEIGHT WITH WITH WEIGHT WEIGHT WITH WEIGHT WEIGHT WEIGHT WITH WEIGHT WITH WEIGHT WEIGHT WEIGHT WEIGHT WEIGHT WITH WEIGHT WEIGHT WEIGHT WEIGHT |
| | If found, |
| | ⇒ add Placing Hours to ACTIVII Y QUICK START <u>quick schedule hours qty.</u> If not found. |
| | ⇒ create ACTIVITY QUICK START |
| | ⇒ ACTIVITY QUICK START <u>quick schedule hours qty</u> = Placing Hours field ⇒ ACTIVITY QUICK START week = 2 |
| | - |
| | |
| | Activity field. ⇒ Create relationship between ACTIVITY OLITICK START and SCHEDLILING WORK TVPF where |
| | |
| | If the Splicing Hours was entered, find 1 A BOD WEEVI V AVAIT A BILITY where I A BOD WEEV! V AVAIT A BILITY week - 2 |
| | if Splicing Hours > LABOR WEEKLY AVAILABILITY remaining reserved hours qty, generate a diaglog message stating |
| - | "Splicing Hours specified exceeds Remaining Reserved Hours. Do you want to Overload?" • if "no" to the overload question is specified, stop & return control to the Displace screen |
| | if "yes" to the overload question is specified, add the difference between the Placing Hours and LABOR WEEKLY |
| | AVAILABILITY remaining reserved hours qty to LABOR WEEKLY AVAILABILITY overload hours qty. • find ACTIVITY QUICK START related to the SCHEDULING ACTIVITY where ACTIVITY QUICK START week=2 and |
| | SCHEDULING WORK TYPE <u>cd</u> = 'splicing'. ■ If found. |
| | ⇒ add Splicing Hours to ACTIVITY QUICK START quick schedule hours gty. |
| | If not found, If not found, |
| | ⇒ create AC11V111 QUICK STAR1 ⇒ ACTIVITY QUICK START quick schedule hours qty = Splicing Hours field |
| | |
| | ⇒ Create relationship between ACTIVITY QUICK START and RESOURCE GROUP specified in the selected RESOURCE GROUP specified in the selected |
| | |
| | |
| | ⇒ Create relationship between ACTIVITY QUICK START and SCHEDULING WORK TYPE where |

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| SCHEDULING WORK TYPE cd = 'splicing'. | | | |
|---------------------------------------|------------------------------|----------------|----------------|
| | The action is aborted and no | information is | saved/changed. |
| | User clicks the CANCEL | button. | |
| | 2 | | |

Craig Weeks 7/12/95 Created by: Creation date: Revision date:

الم الم

7/13/95 - Craig Weeks

JAD Area:

Scheduling
Reschedule Activity
Business Rules - CPM Response

Deliverable:

| Processing Logic | The CPM process will always be run before this window is displayed Before opening the CPM window, check for outstanding changes on the Activity Maintenance window: If unsaved changes have been made on the Activity Maintenance window for any Scheduling Activity generate a dialog box stating "Activity Maintenance changes must be saved before initiating CPM. Do you want to save the changes "yes" or "no". if "yes" is chosen, validate and save the changes on the Activity Maintenance window. (see Activity Maintenance EAM) execute the CPM process (see CPM EAM) open the CPM Response window to display the results of the CPM Process. | if "no" is chosen, return control to the Activity Maintenance window. do not open CPM Response window. | If no changes were made on the Activity Maintenance for any Scheduling Activity of the Job Authority: execute the CPM process(See CPM EAM). open the CPM Response window to display the results of the CPM Process. | (After running the CPM process)Populate CPM Response data fields: | this window. Find the JOB AUTHORITY EWO job nbr of the Job# field on the Activity Maintenance window and populate the Job# field of ACTIVITY and all the SCHEDULING ACTIVITY of the JOB AUTHORITY EWO and populate the Activity ID field with SCHEDULING ACTIVITY nbr. For each SCHEDULING ACTIVITY find all the PRIOR ACTIVITY or and populate the Prior Activity field separated by commas. (each activity that must occur prior to the given scheduling activity should be listed in this Prior activity field) For each SCHEDULING ACTIVITY of the given scheduling activity should be listed in this Prior activity field separated by populate the the CPM Start Date field with SCHEDULING ACTIVITY critical path method start dt Populate the the CPM Start Date field with SCHEDULING ACTIVITY gritical path method and dt Find all SUBSTEP EWO associated with each SCHEDULING ACTIVITY within the SCHEDULING AREA where the SUBSTEP EWO of the activity ⇒ accumulate SUBSTEP EWO, ⇒ find all the SUBSTEP TIME REPORT ⇒ accumulate SUBSTEP TIME REPORT hours qty. For each SUBSTEP EWO, ⇒ accumulated SUBSTEP TIME REPORT hours qty. Subtract the accumulated SUBSTEP TIME REPORT hours qty from the accumulated SUBSTEP EWO sti time qty. Subtract the accumulated SUBSTEP TIME REPORT hours qty from the accumulated SUBSTEP PROSETTIME REPORT. |
|------------------|---|--|---|---|---|
| Action | The CPM process is run and then the CPM Response window is opened. Note: Before opening the CPM window, check for outstanding changes on the Activity Maintenance window. | | | , | |
| Event | User clicks the CPM button on the toolbar. | | | | |
| # | _ | | | | |

] ~ { }

| | | | Dell Dough Col Cit I mase II |
|----------|---|-------------------------------|---|
| - | | | SUBSTEP EWO adjusted time qty and populate the Remaining Hours field. |
| | | | Sort the activities by Activity ID for display. |
| | | | None of the Fields displayed on this window are editable. |
| 7 | User selects Sort By Activity Sort the displayed activities | Sort the displayed activities | Display the records in sorted order. |
| | ID from the 1001 menu. | by Activity ID. | |
| 3 | User selects Sort By CPM | Sort the displayed activities | Display the records in sorted order. |
| | Start Date from the Tool | by CPM Start Date. | |
| | menu. | | |
| 4 | User clicks the CLOSE | This window is closed. | |
| | button. | | |

- NOTE:
 1. Change the name of the Dependent Activity column to Prior Activity.
 2. OK and CANCEL buttons should be changed to reflect modal window standards CLOSE buttonLooking for suggestions on how to implement a sort of the information on this screen.

07/26/95 1:00 PM07/26/95 11:28 AM07/26/95 11:28 AM

Kyla W. Martin Created by:

26/90/10 Creation date:

Revision date:

JAD Area:

Scheduling Maintain Scheduling Operations

Business Rules - Maintain Scheduling Operations Profile [Load Factor] Window **Deliverable:**

| # | Event | Action | Processing Logic |
|----------|----------------------------------|--------------------------------|--|
| | | | |
| | User clicks the Load Factor TAB. | The Load Factor TAB is opened. | The Scheduling Area field is populated with Scheduling Area of the user and is NOT editable. |
| | | | The Load Factor grid is loaded with all the load factor for each of the 52 scheduling weeks. All records in the SCHEDULING AREA LOAD FACTOR table which are related to the Scheduling Area of the person logged on for each week. This will include all 52 weeks of the schedule. |
| | | | The Week Number field is not editable (it will always be 1 - 52) |
| <u>-</u> | | | The Load Factor field is editable. |
| , | User clicks the Scheduling | The Scheduling Parameters | |
| • | Parameters TAB. | tab is opened and the Load | |
| | | Factor tab looses focus. | |
| " | User clicks the Commitment | The Commitment Types tab | |
|) | Types TAB. | is opened and the Load | |
| 4 | User clicks the "OK" button. | All valid field changes will | The Load Factor field must be numeric and must be between 50 and 200. |
| | | oc saveu. | Once the load factor field is validated, it will be saved to SCHEDIJING AREA LOAD FACTOR pct in the corresponding week |
| | | | associated to the corresponding Scheduling Area. |
| ις. | User clicks the "Cancel" | The form is closed and all | [Note: This option may be a button on the main toolbar. Please check for consistency.] |
|) | button | changes are discarded. | |

Issues:

- On the Load Factor tab there needs to be a title field added to the tab above the grid to identify the Scheduling Area of the person logged on. (This is also found in the Commitment Types tab EAM.) -:
- Should the OK button be on each tab or on the window holding all the tabs and be shared across the tabs? We need to be consistent and compliant with standards. તં
- Should the Cancel button be on the main tool bar or on the window (also, see above issue). . ن

Somewhere the Scheduling load factors should be defaulted for all weeks for all valid Scheduling Areas. This should not necessarily be a task for this project. (Defaulted value should be 100%) 4.

Howard Chalmers

Created by: Creation date: Revision date:

6/24/95 7/27/95 - Howard Chalmers

JAD Area: BT:

Scheduling
Reschedule Activity
Business Rules - Next Week Schedule Window Deliverable:

| # | Event | Action | Processing Logic |
|--------|-----------------------------------|------------------------|---|
| | | | |
| -i | User clicks the Next Week | The Next Week Schedule | Populate the filters for DDLB |
| | Schedule Bulloll off the toolbar. | wiidow is opened. | Find the Scheduleing Area for the employee Select the SCHEDULING AREA cd for the EMPLOYEE CMC <u>name</u> where the EMPLOYEE <u>ssn</u> equals the ssn of the person logged on. |
| | | | Select all RESOURCE GROUP \underline{cds} where the associated CONSTRUCTION MGT CENTER AREA \underline{name} = EMPLOYEE CMC \underline{name} and RESOURCE GROUP \underline{cmc} = CONSTRUCTION MGT CENTER AREA \underline{cd} |
| | | | Select all unique JOB AUTHORITY EWO cst mpt nbr where CONSTRUCTION MGT CENTER AREA name = EMPLOYEE CMC name and CONSTRUCTION MGT CENTER AREA name = the CMC for the Job |
| | | | **Issue: There is a possibility that CST/MPT could be another entity. If so, then it would have links to JOB AUTHORITY EWO and to CONSTRUCTION MGT CENTER AREA. |
| | | | Enable the Displace menu items and Toolbar Button. |
| | | | Populate the Job Activity Grid with all of the activities in the Scheduling area that start in the next week, activities that end in the next week, or activities in process (i.e. activities that begin before the next week that are not yet complete). |
| | · | | Populate the window with all jobs that are in the Scheduling Area for the next week.(The filter is all) (Week I) |
| | | | Find all JOB AUTHORITY EWO associated with SCHEDULING AREA Find all SCHEDULING ACTIVITY associated with each JOB AUTHORITY EWO |
| | | | There will be no row designating the week because all jobs are in the next week |
| | | | A Horizontal and Vertical scroll bar should be used on the grid where appropriate. |
| | | | Place jobs/activities into the grid. |
| | | | Derive Weekly Schedule by searching the LABOR RESOURCE SCHEDULE for all activities which have hours scheduled for week two. |
| | | | Columns: Job Number = JOB AUTHORITY EWO job nbr |
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| | · | | Activity = SCHEDULING ACTIVITY nbr Priority = SCHEDULING ACTIVITY priority cd Date Type = SCHEDULING ACTIVITY priority cd Date Type = SCHEDULING ACTIVITY priority cd Date Type = SCHEDULING ACTIVITY crew size qty Place Hours = Derived (See Below) Start Date = SCHEDULING ACTIVITY scheduled completion dt Activity Description = SCHEDULING ACTIVITY desc Resource ID = RESOURCE GROUP cd Team Number = JOB AUTHORITY EWO cst mpt nbr (could change to CST Entity) Material Ind = x or "". (Set by the scheduling process where materials have been recognized for a substep.) Roadblock Ind = SCHEDULING ACTIVITY roadblock cd CTAP Ind = x or "". If any SUBSTEP EWO associated with a SCHEDULING ACTIVITY have a SUBSTEP EWO ctap ind, then this field will be "X", otherwise it will be "". Commitment Ind = If any SUBSTEP EWO associated with a SCHEDULING ACTIVITY has a COMMITMENT associated with it, this field will be "X", otherwise it will be "". Misc Ind = SCHEDULING ACTIVITY misc ind Misc Ind = SCHEDULING ACTIVITY misc ind |
|---|---|---|--|
| | | | Calculation to Derive Placing Hours Select LABOR RESOURCE SCHEDULE $\frac{1}{2}$ Select LABOR RESOURCE SCHEDULE $\frac{1}{2}$ P select LABOR RESOURCE SCHEDULE $\frac{1}{2}$ = P (placing) and LABOR RESOURCE SCHEDULE $\frac{1}{2}$ = a date in the next week |
| | | | Calculation to derive Splicing Hours Select LABOR RESOURCE SCHEDULE Scheduled hours $\frac{dy}{dt}$ where the associated SCHEDULING WORK TYPE $\frac{d}{cd}$ = S(Splicing) and LABOR RESOURCE SCHEDULE $\frac{d}{dt}$ = a date in the specified week. |
| | | | The relationships that should be used in order to obtain the above columns should be found in the physical database through the following entities: |
| | | | Select appropriate attributes from the SCHEDULING ACTIVITY, JOB AUTHORITY EWO, RESOURCE GROUP, COMMITMENT, CTAP, LABOR TYPE, AND SUBSTEP EWO entities. Where JOB AUTHORITY joins SCHEDULING ACTIVITY, SCHEDULING ACTIVITY, sold activity joins SUBSTEP EWO, SUBSTEP EWO, SUBSTEP EWO joins COMMITMENT, SUBSTEP EWO joins CTAP, SCHEDULING ACTIVITY joins LABOR RESOURCE SCHEDULE, SCHEDULING ACTIVITY joins RESOURCE GROUP, and LABOR RESOURCE SCHEDULING WORK TYPE. |
| 5 | User selects a Resource from the Resource Group DDLB | The Job Activity Grid is filtered to display all activities assigned to the | In the above instances, the appropriate attributes will most tikely be foreign keys when the physical tables are built. Select all activities and jobs where the associated RESOURCE GROUP cd = the selected Resource Group. (For all activities in all jobs to be displayed or where JOB AUTHORITY EWO cst mpt nbr = the selected team number. Display these jobs in the grid. |
| | | team number. If "ALL" is selected, the | Main Schedule Grid: The main schedule grid is filtered based on the code selected in the drop down list box, which may be a Resource ID or a team number (CST or MPT). |
| | | supplemental grid is nidden. | If "ALL" is chosen, all activities for the next week are displayed. |

| | | If any other Resource ID or team number is chosen, the | If another code is chosen, the grid is filtered based onthe item chosen. |
|----------------|----------------------------|---|--|
| | | supplemental grid appears with any quick scheduled | Supplemental Grid: The activities in the main grid will be identified by joining SCHEDULING ACTIVITY and RESOURCE GROUP where |
| | | activities for that Resource | RESOURCE GROUP cd = the selected Resource Group in the drop down or by joining SCHEDULING ACTIVITY and JOB |
| | | ID (team number) which have not been scheduled | AUTHORITY EWO where JOB AUTHORITY EWO CST MPT Nbr = the selected team number in the drop down (CST MPT could become an entity). |
| | | into the main grid. (See #3) | |
| | | | Activities in the supplemental area will be identified by one of two values: -SCHEDULING ACTIVITY supplemental ind = "X" (Indicates activities with CPM dates that include the next week - from the |
| | | | CPM process) |
| | | | -ACTIVITY QUICK START schedule ind = "S" (Indicates Activities that have been quick scheduled into the next week but have not yet been dragged into the main schedule) |
| | | | When the supplemental grid is visible, enable the Tools> Overload menu item and the Overload Toolbar button |
| ŗ | | | T. (1) (1) (1) (1) (1) (1) (1) (1) (1) (1) |
| ~ i | Populate Supplemental Grid | When an item (other than | the supplemental grid is nidden or shown based on the code selected in the drop down list box, which may be a Kesource ID or a team number (CST or MPT). The columns in the supplemental grid are identical to those in the schedule grid except for the |
| | | ALL) is chosen from the drop down. | acies. The activities in the supplemental gra have not been put into the actual schedule, so the actes used are the CFM start and end dates instead of the scheduled start and end dates. |
| | | _ | If "All" is chosen, hide the supplemental grid |
| | | | If any other valid resource ID or team number is chosen, populate the supplemental grid with any quick scheduled activities for that resource ID or team number that have not been scheduled into the main grid.: |
| | | | Activities in the supplemental area will be identified by one of two values: SCHEDULING ACTIVITY supplemental ind = "X" (Indicates activities with CPM dates that include the next week - from the |
| | | | CPM process) |
| | | | ACTIVITY QUICK START <u>schedule ind</u> = "S" (Indicates Activities that have been quick scheduled into the next week but have |
| | | | not yet been dragged into the main schedule) |
| | | | For each Activity within each job, the following columns are shown in the <u>supplemental grid</u> . |
| | | | Job Number = JOB AUTHORITY EWO job nbr |
| | | | Activity = SCHEDULING ACTIVITY not (all activities associated with the above job) Priority = SCHEDULING ACTIVITY priority cd |
| | | | Date Type = SCHEDULING DATE TYPE \overline{cd} (the SCHEDULING DATE TYPE associated with the above activity) Crew Size = SCHEDULING ACTIVITY crew size atv |
| | | | Place Hours = See below |
| | | | Splice Hours <u>see below</u> CPM Start Date = SCHEDULING ACTIVITY <u>critical path method start dt</u> |
| | | | CPM End Date = SCHEDULING ACTIVITY critical path method complete dt |
| | | | Activity Description = SCHEDULING ACTIVITY desc |
| | | | Resource ID = RESOUNCE GROUP of (the Resource ID associated with the activity) Team Number = JOB AUTHORITY EWO cst mpt nbr |
| | - | | Supplemental Ind = SCHEDULING ACTIVITY supplemental ind |
| | | | Material Ind = x or "" (Set by the scheduling process where materials have been recognized for a substep.) |
| | | | CTAP Ind = x or ***). (When in physical form it will be most likely SCHEDULING ACTIVITY ctap Ind |

| | | | | I |
|------|--|--|---|-----|
| | | | Commitment Ind = x or "" (need to be consistent) (Where a search of COMMITMENT as it relates to all substep in an activity.) Misc Ind = SCHEDULING ACTIVITY misc ind | |
| · | | | Calculation to find placing and spicing hours: CPM Activity: To find hours for each work type, assume 8 hours/ day, 5 days/ week for each crew member for an activity. For each SCHEDULING ACTIVITY to be worked in a given week, find the number of days the activity will be worked in that week (take into account holidays and weekends). Multiply 8 hours/ day by SCHEDULING ACTIVITY Crew Size Qty for each day to find the total number of hours in each week. | υ · |
| | | | Quick Start Activity: Placing Hours = ACTIVITY QUICK START scheduled hours gty Splicing Hours = ACTIVITY QUICK START scheduled hours gty Depending upon the SCHEDULING WORK TYPE associated with the ACTIVITY QUICK START, the hours will be either placing or splicing. | |
| 4. | User clicks or double clicks a row in the Job Activity grid. | The selected row is highlighted. | The columns of the selected row would be held in a temporary array. | 1 |
| 5. | User tabs from Grid | Focus is set to the Resource ID Drop down. | Force the focus to be set on the drop down. This will, in effect, include the drop down in the tab order on the form. | |
| 9 | User clicks on the Activity Maintenance toolbar button or selects Activity | If a row is selected, the Activity Maintenance window onens with the | The temporary array holding the selected row is used to populate the Activity Maintenance window (see Activity Maintenance EAM) | i - |
| | Maintenance from the menu | information from the selected activity already populated. If no row is | If no activity is selected, the message box should appear asking the user to select a row to displace. | - |
| | | selected, a message box appears asking the user to select an activity. | | |
| 7. | User clicks on Displace Hours tool button or the Displace menu item. | If a row is selected, the Displace Hours form appears with the selected activity information already populated. Otherwise a message box appears asking the user to select an activity. | The temporary array holding the selected row is used to populate the Displace Activity window (see Displace Activity EAM) If no activity is selected, the message box should appear asking the user to select a row to displace. | |
| ∞i | User clicks the Page Up arrow button on the side toolbar. | The previous screen of information will be displayed. | This should function in the same manner as if the user clicks on the scroll bar above where the page marker is located. (but not on the up arrow). | |
| ···· | | | Note: This paging toolbar should either be common across all grids in the OSPCM phase 2 application, or not used at all. The ADC should determine if this is possible. The complete functionality of the toolbar should also be determined by the ADC pending approval of the Business Area Experts in Birmingham. | |
| | | | At this point, Scheduling has the only possible need for this vertical data control. Pending the changes to the 20 week schedule (for data access), this control will be used to update the data in the grid. We will make a business case for this (since it violates standards), but we will keep the control standard across all of Scheduling. | |
| 6 | User clicks Row Up arrow button on the side toolbar. | The selected row moves upward one row. The "row | See Note in # 6. | |

| | | selected indicator" moves beside the newly highlighted row. | |
|----------|---|---|--|
| .01 | User clicks the Mark Row button (push pin) on the side toolbar. | The highlighted/selected row is "marked" for recall. | See Note in # 6. |
| = | User clicks the Recall Row button (arrow) on the side toolbar. | The cursor and screen which had been "marked" for recall are brought back on the screen and the cursor selects it. | See Note in # 6. |
| 15 | User clicks on the Row Down button on the side toolbar | The selected row moves downward one row. The "row selected indicator" moves beside the newly highlighted row. | See Note in #6. |
| 13. | User clicks Page/Screen Down button on the side toolbar. | The next screen full of information will be displayed. | See Note in # 6. |
| 4. | User clicks the Beginning of List button on the side toolbar. | The cursor and view of the information will be changed to show the first full screen of the job/activity information. | See Note in # 6. |
| 5. | User clicks End of List button on the side toolbar. | The cursor and view of the information will be changed to show the last full screen of the job/activity information. | See Note in # 6. |
| 16. | User selects row in the Supplemental Area | The selected row is highlighted | A temporary array is populated with the information from the row. |
| .7. | User drags row from Supplemental Area to Main Schedute Grid | The row is removed from the Supplemental Grid and placed into the main schedule grid. If the activity is one that has been quick scheduled into the first week, the date type is listed as QS; if it is a CPM activity, the date type is listed as NS | For a CPM actiivity, the Quick Schedule window is popped up asking for the number of hours to be Quick Scheduled into the next week. An associated ACTIVITY QUICK START will be created (when the changes are saved) with ACTIVITY QUICK START scheduled ind = "M" (or whatever) to show that the the activity is moved into the main grid and may be scheduled for a Quick Scheduled ind SCHEDULING ACTIVITY (the record is actually in ACTIVITY QUICK START), the associated ACTIVITY QUICK START scheduled ind is changed to reflect that the activity has been moved to the main grid The activity may then be scheduled into the next week the next time the scheduling process is run (See Scheduling Process EAM). The activity is deleted from the supplemental grid and added to the main grid. |
| <u>8</u> | The user selects the save tool button or the save menu item | All changes to the form are saved to the database. | If any rows have been moved from the Supplemental grid to the Schedule grid, they are committed to the database. For a CPM activity, create an associated ACTIVITY QUICK START record with scheduled ind = "M" (or whatever) to show that the Activity has been moved into the main grid and may be scheduled into the next week. For a Quick Scheduled Activity, update ACTIVITY QUICK START supplemental ind to indicate that the activity has been moved to the main schedule. Where JOB AUTHORITY EWO job nbr = gChangedGrid().Job Number (Job Id for every changed row in the main grid) via the link from SCHEDULING ACTIVITY to JOB AUTHORITY EWO. If any hours have been displaced, they are committed to the database. (See Displace Hours EAM) |

| 19. | The user selects Save and | All changes to the form are | If any rows have been moved from the Supplemental grid to the Schedule grid, they are committed to the database. (See #18) |
|-----|------------------------------|-----------------------------|--|
| | and Exit menu item | saved to the database. | If any hours have been displaced htey are saved to the database (See Displace Hours EAM) |
| | | Form is closed | |
| | | | Form closes |
| 30 | User selects Search Button | Search on Jub (D) 1999 | Select all amortes for the given Resource 1D or team member where £08 AUTHORITY EWO 1965 the = extend to hill was the |
| | | Sift High work and this | IN NOW AUGUST HUNGELY EWILD SE HELLELING ALTENIA |
| | | hutem actually does yea???? | |
| 21. | User clicks Overload button | | |
| | or selects the Overload menu | The Overload Details screen | See Overload Details Window EAM |
| | item. | is popped up showing | |
| | | amount of overload, | |
| | | remaining reserved hours, | |
| | | etc. | |

Kyla Wilson 7/30/95 Created by: Creation date: Revision date:

JAD Area:

Scheduling
Reschedule an Activity
Business Rules - Overload Details Deliverable:

| Processing Logic | The system gets the RESOURCE GROUP cd selected in the DDLB and finds the LABOR WEEKLY AVAILABILITY associated | with the Resource Group selected on the DDLB and the week (current . | | The fields are: | Total Remaining Available Hours: Sum LABOR WEEKLY AVAILABILITY remaining avail splicing hrs qty, LABOR | WEEKLY AVAILABILITY remaining avail placing hrs qty, and LABOR WEEKLY AVAILABILITY remaining avail. mixed | hrs qty. | Total Overloaded Hours: Sum LABOR WEEKLY AVAILABILITY overload splicing hrs qty and LABOR WEEKLY | AVAILABILITY overload placing hrs qty | Total Remaining Reserved Hours: Sum LABOR WEEKLY AVAILABILITY remaining reserved splicing hrs qty and LABOR | WEEKLY AVAILABILITY remaining reserved placing hrs qty | Remaining Available Splicing Hours: LABOR WEEKLY AVAILABILITY remaining avail splicing hrs qty | Remaining Available Placing Hours: LABOR WEEKLY AVAILABILITY remaining avail placing hrs qty | Remaining Available Mixed Hours: LABOR WEEKLY AVAILABILITY remaining avail. mixed hrs qty | Overload Splicing Hours: LABOR WEEKLY AVAILABILITY overload splicing hrs qty | Overload Placing LABOR WEEKLY AVAILABILITY overload placing hrs qty | Remaining Reserved Splicing Hours: LABOR WEEKLY AVAILABILITY remaining reserved splicing hrs atv | Remaining Becerved Placing House: 1 ABOR WERKT V AVAIT ABUITTY remaining received placing her atv | Nemalining Neset ved Having Louis. Labor we leaved a volletti i triaming reserved practing his day | Note: Nothing on this screen is editable. These fields are simply displayed to summarize the overload, available hours, and | reserved hours status. It is a modal screen. |
|------------------|---|--|------------------------|--------------------------|--|---|--------------------------|--|---------------------------------------|---|--|--|--|---|--|---|--|---|--|---|--|
| Action | The Overload Details | window is opened with the | data defaulted to the | selected Resource Group. | | | | | | | | | | | | | | | | | |
| Event | User selects a Resource | Group from the DDLB of the | Twenty Week Unlimited, | Twenty Week Limited, | Current Week, or Next Week | screens and presses the | Overload Details button. | | | | | | | | | | - | | | | |
| # | | | | | | | • | - | | | | | | | | | | | | | |

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Craig Weeks 7/05/95

Created by: Creation date: Revision date:

7/10/95 - Craig Weeks

JAD Area: BT:

Scheduling Quick Schedule Activity Business Rules - Quick Schedule Deliverable:

| Processing Logic | |
|------------------|--|
| Action | |
| Event | |
| # | |

| - | User selects a line on the | The Quick Schedule | If a line has not been selected from the Twenty Week Limited. Twenty Week Unlimited |
|---|---|------------------------------|---|
| ı | Twenty Week Limited, Twenty Week Unlimited or Next Week Schedule | window is opened. | or Next Week Schedule screen, the user will be given an error message stating that they must select an activity before opening the Quick Schedule window. |
| | screen and then clicks the Quick Schedule button on the toolbar or selects Tools> | | Hours can not be quick scheduled from the current week. If a user selects an activity line from week one of the 20 Week Limited or 20 Week Unlimited Schedule screen, the system will display an error message stating that hours can not be quick scheduled out of the current week. |
| | | | Populate the Job and Activity fields: |
| | | | Populate the Job field with the JOB AUTHORITY EWO job nm selected on the 20 Week Limited, 20 Week Unlimited or Next Week windows. |
| | | | Populate the Activity field with the SCHEDULING ACTIVITY <u>nbr</u> selected on the 20 Week Limited, 20 Week Unlimited or Next Week windows. |
| | | | Default the Resource Group combo box to the RESOURCE GROUP <u>ed</u> associated with the selected SCHEDULING ACTIVITY. |
| | | | Default the Current/Next Week radio buttons to the Current week. Default the Placing and Splicing hours fields to zeros |
| | | | |
| | | | Populate the Resource DDLB: |
| | | | Find the EMPLOYEE_CMC name associated with the EMPLOYEE ssn of the person logged on. Find the CONSTRUCTION MGT CENTER AREA cd associated with the EMPLOYEE CMC name (above) |
| | | | Find the SCHEDULING AREA associated with the CONSTRUCTION MGT CENTER AREA |
| | | | Find all the active RESOURCE_GROUPs associated with SCHEDULING AREA cd found above. Load all the active RESOURCE_GROUP cd into the Resource DDLB. |
| 7 | User selects a Resource | The field is populated with | |
| | Group from the Resource | the selected Resource | |
| | DDLB. | Group code. | |
| m | User clicks up/down arrows | The number of hours is | |
| | on the Placing hours field for the Current Week. | increased/decreased by live. | |
| 4 | User clicks up/down arrows | The number of hours is | |
| | on the Splicing hours field for the Current Week. | increased/decreased by five. | |
| S | User clicks up/down arrows | The number of hours is | |

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| | on the Placing hours field for the Next Week. | increased/decreased by five. | |
|---|---|--|--|
| 9 | User clicks up/down arrows on the Splicing hours field for the Next Week. | The number of hours is increased/decreased by five. | |
| 7 | User clicks the OK button. | The information is verified and saved (a quick scheduled activity is created), and the quick scheduled portion is placed in the supplemental area of either the Current Week Schedule Screen or the Next Week Schedule Screen (according to which week | Find the remaining 'placing' hours for the activity. Find all the SUBSTEP EWO of the SCHEDULING ACTIVITY where SCHEDULING WORK TYPE cd = 'placing'. For each SUBSTEP EWO, find all the SUBSTEP_TIME_REPORT. Reported Hours = sum of the SUBSTEP_TIME_REPORT hours qty. Remaining Placing Hours = (SUBSTEP EWO sti time qty + SUBSTEP EWO adjusted time qty) - (Reported Hours). Find the remaining 'splicing' hours for the activity. Find all the SUBSTEP EWO of the SCHEDULING ACTIVITY where SCHEDULING WORK TYPE cd = 'splicing'. For each SUBSTEP EWO, find all the SUBSTEP_TIME_REPORT. Reported Hours = sum of the SUBSTEP_TIME_REPORT. |
| | | they entered hours). | Remaining Splicing Hours = (SUBSTEP EWO sti time qty + SUBSTEP EWO adjusted time qty) - (Reported Hours). If the Placing Hours field for the Current Week was entered, If mick scheduled Placing Hours > Remaining Placing Hours generate error message "Placing Hours specified exceeds |
| | | | |
| | | | if "no" to the overload question is specified, stop & return control to the Quick Schedule screen for changes. if "yes" to the overload question is specified, add the difference between the Placing Hours and LABOR WEEKLY AVAILABILITY remaining reserved hours qty to LABOR WEEKLY AVAILABILITY overload hours qty. find ACTIVITY QUICK START related to the SCHEDULING ACTIVITY where ACTIVITY QUICK START week=1 and the related SCHEDULING WORK TYPE cd = 'placing'. |
| | | | ■ and Placing Hours from the Quick Schedule screen to ACTIVITY QUICK START guick schedule hours gty. ■ If not found, □ create ACTIVITY QUICK START □ ACTIVITY QUICK START |
| | | | |
| | | | Create relationship between AC 11911 T QUICK START and SCHEDULING WORK TITE where SCHEDULING WORK TYPE <u>cd</u> = 'placing'. If the Splicing Hours field for the Current Week was entered, If Shlicing Hours Semaining Shlicing Hours generate arror message "Splicing Hours specified exceeds Remaining |
| | | | |
| | | | if no to the overload question is specified, stop or return control to the Quick Screen for changes. if "yes" to the overload question is specified, add the difference between the Placing Hours and LABOR WEEKLY |

| | | | find ACTIVITY QUICK START related to the SCHEDULING ACTIVITY where ACTIVITY QUICK START week=2 and SCHEDII ING WORK TYPE cd = 'snicing' Reference to the scheduling to the schedulin |
|----------|------------------------|------------------------------|---|
| | | | • If found, |
| | | | ⇒ add Splicing Hours to ACTIVITY QUICK START quick schedule hours qty. |
| | | | • If not found, |
| | | | ⇒ create ACTIVITY QUICK START |
| | | | ⇒ ACTIVITY QUICK START quick schedule hours qty = Splicing Hours field |
| | | | ⇒ ACTIVITY QUICK START week = 2 |
| | | | ⇒ Create relationship between ACTIVITY QUICK START and RESOURCE GROUP specified in the selected |
| | | | RESOURCE GROUP DDLB. |
| | | | ⇒ Create relationship between ACTIVITY QUICK START and SCHEDULING ACTIVITY specified in the |
| | | | Activity field. |
| | | | ⇒ Create relationship between ACTIVITY QUICK START and SCHEDULING WORK TYPE where |
| | | | SCHEDULING WORK TYPE $\underline{cd} = \text{'splicing'}$. |
| ∞ | User clicks the CANCEL | The action is aborted and no | |
| | button. | information is | |
| | | saved/changed. | |

Notes:

- Should we let the users quick schedule both placing and splicing hours in a given week?
 How about in more than one week?

Kyla Wilson 05/17/95 Created by: Creation date:

7/21/95 Craig Weeks Revision date:

Scheduling JAD Area: BT:

Change Activity Contents Business Rules - Resource Workload Window Deliverable:

| # | Event | Action | Processing Logic |
|---|--|---|---|
| | | | |
| _ | User clicks on the Resource | The Resource Workload | Populate DDLB's |
| | WOINDAM OUTION. | defaulted to the resource ID | Find the EMPLOYEE_CMC name associated with the EMPLOYEE ssn of the person logged on. |
| | | of the selected Scheduing Activity on the 20 Week Window. | Find all the primary SCHEDULING AREA associated with the CONSTRUCTION_MGT_CENTER_AREA name = EMPLOYEE_CMC. Load all the active RESOURCE_GROUP eds into the Resource DDLB. Find all RESOURCE GROUPS associated with the above SCHEDULING AREA. |
| | | | Automatically set the Resource DDLB to the Resource related to the selected Scheduling Activity on the 20 Week Window. |
| | | | Find the SCHEDULING ACTIVITY selected on the 20 Week window. |
| | | | Find the RESOURCE GROUP of the SCHEDULING ACTIVITY and set RESOURCE GROUP cd as the initially selected Resource Group in the Resource Group DDLB. |
| | | | Set Defaults. |
| | | | Set the Schedule Weeks field to 4. |
| | | | Set the HOURS TYPE option to Available. |
| | | | Set the GRAPH TYPE option to 3D Bar. |
| | | | Note: Do not generate graph until the user selects the Graph Data button. |
| 7 | User selects a Resource ID from the drop down list box | The selected Resource ID populates the field. | Find all the LABOR WEEKLY AVAILABILITY where the RESOURCE GROUP <u>cd</u> = selected resource in the DDLB and LABOR WEEKLY AVAILABILITY <u>week</u> <= Schedule Weeks field. |
| | | Generate a graph for the selected Resource. | If HOURS TYPE frame option is set to Available, Graph Available hours using LABOR WEEKLY AVAILABILITY sum of the remaining available hours (placing, splicing and mixed). |
| | | | If HOURS TYPE frame option is set to Scheduled, Graph Available hours using LABOR WEEKLY AVAILABILITY scheduled hours qty. |
| | | | If HOURS TYPE frame option is set to Available VS Scheduled, Graph Scheduled hours using LABOR WEEKLY AVAILABILITY scheduled hours qty. |
| | | : | Graph Available hours using LABOR WEEKLY AVAILABILITY sum of the remaining available hours (placing, |

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Bell South - OSPCM Phase II

| | | | splicing and mixed). |
|-------------------------|---|--|---|
| | | | If the Graph Type option is set to 3D Bar, generate a 3D Bar graph. |
| | | | If the Graph Type option is set to Line, generate a Line graph. |
| E | User clicks on the up/down arrows on the Schedule Weeks field. | The Schedule Weeks field increases/decreases by one. | |
| | | Re-generate the graph of the current data for the number of weeks specified in the Schedule Weeks field. | |
| 4 | User selects the Available option in the HOURS TYPE frame. | Generate a graph with Available hours. | Graph available hours using LABOR WEEKLY AVAILABILITY sum of the remaining available hours (placing, splicing and mixed). |
| | | | If the Graph Type option is set to 3D Bar, generate a 3D Bar graph. |
| | | | If the Graph Type option is set to Line, generate a Line graph. |
| 5 | User selects the Scheduled | Generate a graph with | Graph scheduled hours using LABOR WEEKLY AVAILABILITY scheduled hours gry. |
| | frame. | | If the Graph Type option is set to 3D Bar, generate a 3D Bar graph. |
| | | | If the Graph Type option is set to Line, generate a Line graph. |
| 9 | User selects the Available VS Scheduled option in the HOURS TYPE frame. | Generate a graph with Available and Scheduled hours. | Graph available hours using LABOR WEEKLY AVAILABILITY sum of the remaining available hours (placing, splicing and mixed). |
| | | | Graph available hours using LABOR WEEKLY AVAILABILITY scheduled hours qty. |
| | | | If the Graph Type option is set to 3D Bar, generate a 3D Bar graph. |
| . <u>.</u> . | | | If the Graph Type option is set to Line, generate a Line graph. |
| 7 | User selects the Line option in the GRAPH TYPE frame. | Generate a Line graph of the current data. | |
| ∞ | User selects the 3D Bar option in the GRAPH TYPE frame. | Generate a 3D Bar graph of the current data. | |
| 6 | User selects the Print Graph buton. | The graph is printed to the user's local printer. | |
| 10 | User selects the Close button. | The window is closed. | |

8/9/95 3:43 PM RESWKLD.DOC - Draft

Craig Weeks 5/22

Kyla W. Martin 9/06/95 Created by:
Creation date: 5
Revision date: K.
JAD Area: Sci

Scheduling Generate Job Schedule Business Rules - Schedule Process Deliverable:

| # | Processing Logic | Data | Expected Results | |
|---|--|------|------------------|--------------|
| | | | | |
| 1 | Finds all the jobs/activities of the Scheduling Area to process. | | | |
| | Find all SCHEDULING AREAs | | | |
| | Use a function to determine what day of the week today is by reading system date. With this, you will read the corresponding indicator on each SCHEDULING AREA record to determine if the schedule should be run that night. | | | |
| | (Ex if today is Wednesday, check the SCHEDULING AREA run schedule wednesday ind for each Scheduling Area to see if the schedule should be run. If today is Friday, check the SCHEDULING AREA run schedule fridayind.) | | | |
| | If the schedule should be run, use the current date + 1 as the first day of the schedule. In other words, if the schedule will be run on Wednesday, use Thursday as the schedule start date. | | | |
| | Find all the CONSTRUCTION MGT CENTER AREAs of each SCHEDULING AREA. | | | |
| | • Find all JOB AUTHORITY EWOs of the CONSTRUCTION MGT CENTER AREA where JOB AUTHORITY EWO status cd = OPEN and JOB AUTHORITY EWO approval dt is not blank - OR JOB EWO job type cd = "PWO". (PWO jobs will be scheduled even though they are not approved and do not have approval dates). | | | _ |
| 2 | Perform CPM Process | | | |
| | For each JOB AUTHORITY EWO perform CPM Process_(See CPM Process EAM). | | | |
| 3 | Prioritize/Sort the activities in order of importance so that the most important activities have the first command on resources. | | | |
| 4 | (When this is coded using physical table structures, this may be done using temporary tables. For the purposes of this EAM, however, tables will not be defined) | | | |
| | Activities in the SCHEDULING ACTIVITY entity/table should be prioritized using the | | | \Box |

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| | following criteria and the priority sort order set. Quick Start Activities and displaced activities will be scheduled first, but are addressed separately since they are in a separate table. | |
|----------|--|--|
| | ⇒ Lock Start Activities - SCHEDULING DATE TYPE <u>cd</u> associated with the SCHEDULING ACTIVITY | |
| | ⇒ Normal Activities (SCHEDULING ACTIVITY records with an associated SCHEDULING DATE TYPE <u>cd</u> of "NS" (normal start) or "NC" (normal complete)). | |
| | • Continuing Activities beginning Week 1 - SCHEDULING ACTIVITY continuing activity ind = "Y" | |
| · | Non Continuing Activites beginning Week 1 - SCHEDULING ACTIVITY continuing activity ind = "Y" | |
| | Non Continuing Activities beginning in Week 2 - SCHEDULING ACTIVITY continuing activity ind = "Y" | |
| | Normal Activities beginning in Weeks 3 - 52 - SCHEDULING ACTIVITY | |
| | Week numbers of the activities will be determined by looking at SCHEDULING ACTIVITY critical path method <u>start dt</u> and "functioning out" what week that would be according to the schedule. | |
| | If a SCHEDULING ACTIVITY does not have a SCHEDULING DATE TYPE <u>cd</u> , SCHEDULING ACTIVITY <u>sys gen dt dype</u> cd should be used instead. | |
| S | Further prioritize each of the above using the following criteria | |
| | • CPM Start Date - SCHEDULING ACTIVITY critical path method start dt | |
| | Priority # - the lower the number, the higher priority - SCHEDULING ACTIVITY priority ed | |
| | Duration - SCHEDULING ACTIVITY <u>dur</u> | |
| | Material Status - This will be gotten by reading all SUBSTEP EWOs related to the SCHEDULING ACTIVITY (the business rules for what will be placed in this column depending upon what is found in all SUBSTEP EWOs are not fully defined yet. This is logged as an issue and will be investigated and solved within a few days.). The Material Status of a SCHEDULING ACTIVITY is the lowest SUBSTEP EWO material status cd related to the SCHEDULING ACTIVITY. The SUBSTEP EWO material status cd from lowest to highest is as follows: N(Needed), B(Backordered), O(Ordered), Q(Transfer Requested), S(Shipped), T(Transferred), R(Received), U(Unnecessary). In other words, if one substep of a school of status of N(Needed) the material status of MNLeeded). | |
| | scheduling activity is N(Needed). Once a Material Status is established for each SCHEDULING ACTIVITY, they should then be ordered from highest to lowest. In | |
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| | other words, a SCHEDULING ACTIVILY with a material status of U(Unnecessary) should should sort ahead of a SCHEDULING ACTIVITY with a material status of | |
| | R(Received). | |
| | For each SCHEDULING ACTIVITY set SCHEDULING ACTIVITY scheduling sequence nbr to indicate the activity's scheduling order. | |
| 9 | Delete Quick Start Activities | |
| | • For each SCHEDULING ACTIVITY, find all ACTIVITY QUICK START where ACTIVITY QUICK START $\underline{\text{week}} = 1$. | |
| | Delete ACTIVITY QUICK START. | |
| | • For each SCHEDULING ACTIVITY, find all ACTIVITY QUICK START where ACTIVITY QUICK START $\frac{1}{\text{week}} = 2$. Set ACTIVITY QUICK START $\frac{1}{\text{week}} = 1$. | |
| 7 | Delete current Daily & Weekly Availability Tables to reset the system, delete current Labor Resource Schedule and reset all the start and end dates of activities to blank/null. | |
| | ** If copies of the previous week's schedule must be saved, this is most likely where that moving of data would be done. This issue is noted and will be resolved soon. | |
| | Find and delete all LABOR DAILY AVAILABILTY. | |
| | Find and delete all LABOR WEEKLY AVAILABILITY. | |
| | Find all LABOR RESOURCE SCHEDULE | |
| | For each LABOR RESOURCE SCHEDULE, find the SCHEDULING ACTIVITY: | |
| | ⇒ Set the SCHEDULING ACTIVITY scheduled start dt and schedule completion dt to blanks/null. | |
| ∞ | Create Daily Availability Tables | |
| | For each day of the schedule, the system uses the planned schedule of each employee assigned to a resource-id(resource-group) to determine the number of hours each employee is available each schedule day. Contractor resource-ids will not have actual employees. Consequently, their regular hour/day and days/week and number of employees will be used to create their daily tables. | |
| <u></u> | In the following passages, "scheduling interval date" refers to any given date on which the system may be scheduling activities. | |
| | "Schedule week" refers to any given week of the schedule. A "schedule week" is referred to as Sunday 12:00 AM - Monday 11:59 PM. | |
| | | |

| 0 | Find all resource orouns in each CMC | |
|----|---|--|
| | Find all the CONSTRUCTION MGT CENTER AREAs of each SCHEDULING AREA. | |
| | • For each CONSTRUCTION MGT CENTER AREA, find all RESOURCE GROUPs where RESOURCE GROUP AVAILABILITY expiration dt >= the first-schedule-date of the schedule and RESOURCE GROUP AVAILABILITY effective date <= the last-schedule-date of the schedule. (find all valid resource groups by looking at the expiration date and effective resource groups) | |
| 10 | Create Daily Availability Table by Resource Group for 'Telco' Resource-Groups: | |
| | 1. Get all the employees for a Resource Group. | |
| | 2. For a given date of the scheduling interval, get the employee's planned work schedule schedule. | |
| | 3. | |
| | 4. Determine the employee's planned work hours by adding up regular working hours and overtime hours and subtracting any planned non-productive time(vacation, training, etc). | |
| | 5. Multiply the summed hours by the associated Scheduling Area Load Factor for the week of the given schedule interval date. | |
| | 6. Save as Daily Table Entry. | |
| | • Find all VALID RESOURCE GROUP where RESOURCE_GROUP type_cd = "T" (Telco Resource Group). See Row #8 for way to get VALID Resource Groups. | |
| | For each RESOURCE GROUP and each scheduling interval date, | |
| | ⇒ Read CRAFT EMPLOYEE RESOURCE GROUP where start dt <= schedule date interval date and end dt >= schedule interval date to get the craft employees available to be scheduled on the scheduling interval date for the resource group. | |
| | • For each active employee of the resource group, see if the employee has been loaned to another resource group for the schedule interval date. | |
| | ⇒ Read CRAFT EMPLOYEE RESOURCE GROUP again where <u>start dt</u> <= schedule date interval date and <u>end dt</u> >= schedule interval date and type cd = "L". | |
| | ⇒ if the employee is loaned to another resource group disregard the employee for this schedule interval date. | |
| | For each active employee of the resource group, find their planned work schedule determine their planned-working-hours and create a daily table entry: | |
| | | |

| | \Rightarrow Find MTR DAILY SCHEDULE of the employee where <u>start dt</u> <= schedule interval date <u>and mtr schedule ind</u> = C. | |
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| | \Rightarrow Find SCHEDULED OVERTIME of the employee where <u>start dt</u> <= schedule interval date and <u>end dt</u> >= schedule interval date. | |
| | ⇒ Find SCHEDULED NON PRODUCTIVE TIME of the employee where start dt <= schedule interval date and end dt >= schedule interval date. | |
| | ⇒ planned-working-hours = MTR DAILY SCHEDULE hours qty + SCHEDULE OVERTIME hours qty - SCHEDULED NON PRODUCTIVE TIME hours per day qty. | |
| | ⇒ Create a LABOR DAILY AVAILABILITY where LABOR DAILY AVAILABILITY <u>dt</u> = schedule interval date and relate it to the RESOURCE GROUP and CRAFT EMPLOYEE. | - |
| | ⇒ Determine the week number of the the schedule-interval-date. (by getting the system date and by looking at the schedule, determining what week it is). | |
| | ⇒ Find the SCHEDULING AREA LOAD FACTOR where SCHEDULING AREA LOAD FACTOR week = week number of the the schedule-interval-date and is associated to the Scheduling Area of the person logged on. | |
| | ⇒ Multiply the planned-working-hours of the employee by SCHEDULING AREA LOAD FACTOR pct and save as LABOR DAILY AVAILABILITY total available hours qty. | |
| 11 | Create Daily Availability Table by Resource Group for 'Contract' Resource Groups: | |
| | Since Contract Resource Groups don't have actual Craft Employees, the daily availability table will based on a specified number of employees. | |
| | For a given schedule week, get the specifed days/week, number of contract employees and hours/day. | |
| | Multiply the hours/day by the associated Scheduling Area Load Factor for the week of the given schedule-interva-date. | - |
| | Save as Daily Table Entry. | |
| | • RESOURCE_GROUP type_cd = "C" (Contract Resource Group). | |
| | For each of the above RESOURCE GROUP and each schedule week, | |
| | ⇒ Find the RESOURCE GROUP AVAILABILITY that applies to the schedule week by finding the RESOURCE GROUP AVAILABILITY record which is valid during the week. (The week is in the range of RESOURCE GROUP | |
| | | |

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| | AVAILABILITY effective dt and expiration dt.) | |
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| | = Starting with Monday of the schodule week, determine a schedule interval date for | |
| | GROUP AVAILABILITY days per week gr. (i.e., if days per week gr ''1'', the work week gr ''1'', the work will defent to Menday through Thursday. If the number is "5", it will be Menday through Thursday. | |
| | ⇒ Find the number of LABOR DAILY AVAILABILITY records to create for the resource group in RESOURCE GROUP AVAILABILITY number of contract employees 9ty | |
| | ⇒ For each schedule date in the schedule week, create a LABOR DAILY AVAILABILITY record for the number of labor persons specified in RESOURCE GROUP AVAILABILITY number of contract employees qty where LABOR DAILY AVAILABILITY dt = schedule date. (Since there are no specific employee records for contract employees, the system will create "place holders" in the LABOR DAILY AVAILABILITY table corresponding to a contract employee.) | |
| | ⇒ Relate LABOR DAILY AVAILABILITY records to the appropriate RESOURCE GROUP. | |
| | ⇒ Determine the week# of each schedule-date. | |
| | ⇒ Find the SCHEDULING AREA LOAD FACTOR where SCHEDULING AREA LOAD FACTOR week = week#. | |
| | ⇒ LABOR DAILY AVAILABILITY total available hours qty = RESOURCE GROUP AVAILABILITY hours per day qty. | |
| | ⇒ Increase/Decrease LABOR DAILY AVAILABILITY total available hours qty by SCHEDULING AREA LOAD FACTOR pct | |
| 12 | Schedule Holidays - remove time from the daily availability tables to account for holidays. This is done so that these hours will not be available for scheduling 'normal' activities later in this process. | |
| | a) find all the holidays. | |
| | b) find all the labor daily availabilities matching each holiday. | |
| | c) set all the labor daily availability hours to zero. | |
| | • Find all the holidays in the HOLIDAY table that fall between the first-schedule-date and the last-schedule-date. | |
| | For each HOLIDAY, find all the LABOR DAILY AVAILABILITY where LABOR | |

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| | • Set each LABOR DAILY AVAILABILITY total available hours $qty = 0$. | |
| | Determine the week# of the LABOR DAILY AVAILABILITY <u>dt.</u> | |
| | • Find the RESOURCE GROUP of the LABOR DAILY AVAILABILITY. | |
| | • Find the LABOR WEEKLY AVAILABILITY of the RESOURCE GROUP where the LABOR WEEKLY AVAILABILITY week = week#. | |
| | Subtract each CRAFT EMPL DAILY SCHEDULE hours qty from LABOR WEEKLY AVAILABILITY remaining available hours qty. | |
| 13 | Create weekly availability tables | |
| 14 | Determine weekly availability for Telco/Contract Resource Groups. | |
| | Find all the RESOURCE GROUP in the SCHEDULING AREA | |
| | **Note: The following process is done twice - once for placing hours and once for splicing hours. | |
| | • For each RESOURCE GROUP and each schedule-week(always 52 weeks), find all the LABOR DAILY AVAILABILITY where LABOR DAILY AVAILABILITY dt is in the schedule-week and CRAFT EMPLOYEE LABOR TYPE = 'placing': | |
| | Sum all the LABOR DAILY AVAILABIITY total available hours qty and store as LABOR WEEKLY AVAILABILITY total available placing hours qty. | |
| | • LABOR WEEKLY AVAILABILITY remaining avail placing hrs qty = LABOR WEEKLY AVAILABILITY total available placing hours qty. | |
| | Subtract RESOURCE_GROUP AVAILABILITY reserve placing hours_qty from LABOR WEEKLY AVAILABILITY remaining avail placing hrs qty. | |
| | LABOR WEEKLY AVAILABILITY remaining place reserved hrs qty = RESOURCE GROUP AVAILABILITY reserve placing hours qty. | |
| | • For each RESOURCE GROUP and each schedule-week(always 52 weeks), find all the LABOR DAILY AVAILABILITY where LABOR DAILY AVAILABILITY dt is in the schedule-week and CRAFT EMPLOYEE LABOR TYPE = 'splicing'. | |
| | Sum all the LABOR DAILY AVAILABIITY total available hours qty and store as LABOR WEEKLY AVAILABILITY total available splicing hours qty. | |
| | • LABOR WEEKLY AVAILABILITY remaining avail splicing hours qty = LABOR WEEKLY AVAILABILITY total available splicing hours qty. | |

| | Don South Col Lines II | |
|----------|--|---|
| | Subtract RESOURCE_GROUP AVAILABILITY reserve splicing hours qty from LABOR WEEKLY AVAILABILITY remaining avail splicing hrs qty. | |
| | LABOR WEEKLY AVAILABILITYremaining splice reserved hrs qty = RESOURCE GROUP AVAILABILITY reserve splicing hours qty. | |
| | • For each RESOURCE GROUP and each schedule-week(always 52 weeks), find all the LABOR DAILY AVAILABILITY where LABOR DAILY AVAILABILITY <u>dt</u> is in the schedule-week and CRAFT EMPLOYEE LABOR TYPE = 'mixed'. | |
| | Sum all the LABOR DAILY AVAILABIITY total available hours qty and store as LABOR WEEKLY AVAILABILITY total avail mixed hrs qty. | |
| | LABOR WEEKLY AVAILABILITY remaining avail mixed hours gty = LABOR WEEKLY AVAILABILITY total avail mixed hrs gty. | |
| 15 | Schedule Quick Start activities | |
| | For each RESOURCE GROUP within a SCHEDULING AREA, find all the ACTIVITY QUICK START. | |
| | • Find the LABOR WEEKLY AVAILABILITY where LABOR WEEKLY AVAILABILITY $\overline{\text{week}} = \text{ACTIVITY QUICK START } \overline{\text{week}}.$ | |
| | If the WORK ACTION associated to the ACTIVITY QUICK START has an hours class cd of "placing" (this used to be found in SCHEDULING WORK TYPE) | |
| | ⇒ Subtract ACTIVITY QUICK START guick schedule hours qty from LABOR WEEKLY AVAILABILITY remaining available placing hours qty. | |
| | ⇒ if ACTIVITY QUICK START quick schedule hours qty > LABOR WEEKLY AVAILABILITY remaining available placing hours qty, set LABOR WEEKLY AVAILABILITY remaining available placing hours qty to 0. Enter difference in amount of ACTIVITY QUICK START quick schedule hours qty and LABOR WEEKLY AVAILABILITY remaining available placing hours qty into LABOR WEEKLY AVAILABILITY overloaded placing hours qty. | |
| | • If the WORK ACTION associated to the ACTIVITY QUICK START has an hours class cd of "splicing" (this used to be found in SCHEDULING WORK TYPE) | |
| | ⇒ Subtract ACTIVITY QUICK START quick schedule hours qty from LABOR WEEKLY AVAILABILITY remaining available splicing hours qty. | |
| | ⇒ If ACTIVITY QUICK START quick schedule hours qty > LABOR WEEKLY AVAILABILITY remaining available splicing hours qty, set LABOR WEEKLY AVAILABILITY remaining available splicing hours qty to 0. Enter difference in amount of ACTIVITY QUICK START quick schedule hours qty and LABOR WEEKLY AVAILABILITY remaining available splicing hours qty into LABOR | , |
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| | | ⇒ Add ACTIVITY QUICK START quick schedule hours qty to LABOR WEEKLY AVAILABILITY scheduled hours qty. | |
| 16 | Sci | Schedule Lock Start activities | |
| | • | Find all SCHEDULING ACTIVITY in order of SCHEDULING ACTIVITY scheduling sequence nbr (1 being the first), where SCHEDULING DATE TYPE $\underline{cd} = LS$. | |
| 17 | Sci | Schedule Lock Start Placing Hours | |
| | • | For the SCHEDULING ACTIVITY, find all SUBSTEP_EWO. | |
| | • | For each SUBSTEP_EWO, sum all the placing-activity-remaining-hours (see CPM process for placing-activity-remaining hours) and round to the quarter hour. If no hours are remaining and all substeps are not closed (SUBSTEP_EWO status_cd), set placing-activity-remaining-hours = 1. If all substeps are closed, set placing-activity-remaining-hours = 0. | |
| | • | For the SCHEDULING ACTIVITY, find all the ACTIVITY QUICK STARTs where the associated WORK ACTION hour class qty = 'placing'. | |
| | • | For each ACTIVITY QUICK START, sum the ACTIVITY QUICK START <u>quick</u> schedule hours <u>qty</u> . | |
| | • | Subtract the sum of ACTIVITY QUICK START <u>quick schedule hours qty</u> from placingactivity-remaining-hours. | |
| | • | crew-member-hours = placing-activity-remaining-hours / SCHEDULING ACTIVITY <u>crew size qty.</u> | |
| | • | Set SCHEDULING ACTIVITY schedule start dt to SCHEDULING ACTIVITY critical path method start dt. | |
| | • | Find the RESOURCE GROUP of the SCHEDULING ACTIVITY. | |
| | | For the RESORUCE GROUP find the daily table records for 'placing' and 'mixed' employees on SCHEDULING ACTIVITY critical path method start dt. | |
| | • | For the RESOURCE GROUP find all CRAFT EMPLOYEE RESOURCE GROUP where CRAFT EMPLOYEE RESOURCE GROUP start dt <= SCHEDULING ACTIVITY <u>critical path method start dt</u> and CRAFT EMPLOYEE RESOURCE GROUP end_dt >= SCHEDULING ACTIVITY <u>critical path method start dt</u> | |
| | • | For each CRAFT EMPLOYEE RESOURCE GROUP, find all the CRAFT EMPLOYEE that have LABOR TYPE \underline{cd} = "placing" or "mixed". | |
| | • | For each CRAFT EMPLOYEE find all LABOR DAILY AVAILABILITY where | |
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| LABOR DAILY AVAILABILITY dt >= SCHEDULING ACTIVITY critical path method start dt. | Schedule Lock Start Placing Hours(continued) | Schedule Placing Labor | Start looking for any available hours in the daily table. Schedule a minimum of 8 hours per crew member per day are available, schedule that number of hours(i.e. 10 hours). When looking for hours, never look backward in the daily table. Continue this process for each day until all crew-member-hours have been scheduled. | • For each "placing" LABOR DAILY AVAILABILITY, determine the maximum number of equal hours(round to the quarter hour) available for each required crew member in LABOR DAILY AVAILABILITY total available hours. (i.e. if the crew size is 3 and 2 records have 8 hours available and 1 record has 10 hours available, only 8 hours can be scheduled for all three crew members). | ⇒ The required number of crew members is SCHEDULING ACTIVITY <u>crew size</u> | ⇒ If no "placing" hours are available on this date, search for "mixed" hours(see Schedule Placing Mixed Labor below). | • If the maximum-hours < 8, set maximum hours to 8. | Subtract maximum-hours from LABOR DAILY AVAILABILITY total available hours for each crew member. | ⇒ If the result is less than 0, set LABOR DAILY AVAILABILITY total available hours to 0 | Determine the week# of the LABOR DAILY AVAILABILITY <u>dt.</u> | • For the RESOURCE GROUP find the LABOR WEEKLY AVAILABILITY where LABOR WEEKLY AVAILABILITY week#. | Scheduled-Placing-Hours = (maximum hours * SCHEDULING ACTIVITY crew size qty). If Scheduled-Placing-Hours > LABOR WEEKLY AVAILABILITY remaining avail placing hrs qty, add the difference between these two fields to LABOR WEEKLY Contractions of the difference between these two fields to LABOR WEEKLY Contractions of the difference between these two fields to LABOR WEEKLY | AVAILABILITY remaining avail placing hrs qty to 0. If Scheduled-Placing-Hours <= AVAILABILITY remaining avail placing hrs qty to 0. If Scheduled-Placing-Hours <= LABOR WEEKLY AVAILABILITY remaining avail placing hrs qty, subtract Scheduled- Placing-Hours from LABOR WEEKLY AVAILABILITY remaining avail placing hrs qty. | Add Scheduled-Placing-Hours to LABOR WEEKLY AVAILABILITY <u>scheduled hours</u> |
|---|--|------------------------|--|---|---|---|---|--|---|--|--|--|--|---|
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| | • | • | |
| | • | If this is the first day used to schedule hours for the activity, set SCHEDULING ACTIVITY <u>scheduled start dt</u> to LABOR DAILY AVAILABILITY <u>dt</u> . | |
| | • | If there are any remaining placing hours to be scheduled, erew member hours left to be scheduled crew member hours minus Scheduled Placing Hours), repeat Schedule Placing Labor(above) for the next date. | |
| | • | Note: The system will never schedule more hours than are left in the activity. | |
| 19 | Sci | Schedule Lock Start Placing Hours(continued) | |
| | | Schedule Placing Mixed Labor: (used when "placing" hours not available) | |
| | • | For each "mixed" LABOR DAILY AVAILABILITY, determine the maximum number of equal hours available(round to the quarter hour) for each required crew member in LABOR DAILY AVAILABILITY total available hours. (i.e. if the crew size is 3 and 2 records have 8 hours available and 1 record has 10 hours available, only 8 hours can be scheduled for all three crew members). Note: This is the number of mixed hours that can be scheduled for this day for each crew member. | |
| | | ⇒ The required number of crew members is SCHEDULING ACTIVITY <u>crew size</u> | |
| | • | If the maximum-hours < 8, set maximum hours to 8. | |
| | • | Subtract maximum-hours from LABOR DAILY AVAILABILITY total available hours for each crew member. | |
| | | \Rightarrow If the result is less than 0, set LABOR DAILY AVAILABILITY total available hours to 0. | |
| | • | Determine the week# of the LABOR DAILY AVAILABILITY dt. | |
| | • | For the RESOURCE GROUP find the LABOR WEEKLY AVAILABILITY where LABOR WEEKLY AVAILABILITY week#. | |
| | • | Scheduled-Placing-Hours = (maximum hours * SCHEDULING ACTIVITY crew size qty). | |
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| | If Scheduled-Placing-Hours > LABOR WEEKLY AVAILABILITY remaining avail mixed hrs qty, add the difference between these two fields to LABOR WEEKLY AVAILABILITY overload placing hours qty and set LABOR WEEKLY AVAILABILITY | |
|-----|--|--|
| | remaining avail placing hrs qty to 0. If Scheduled-Placing-Hours <= LABOR WEEKLY AVAILABILITY remaining avail mixed hrs qty, subtract Scheduled-Placing-Hours from LABOR WEEKLY AVAILABILITY remaining avail mixed hrs qty. | |
| | Add Scheduled-Placing-Hours to LABOR WEEKLY AVAILABILITY scheduled hours 9 Add Scheduled-Placing-Hours to LABOR WEEKLY AVAILABILITY 9 Add Scheduled-Placing-Hours to LABOR WEEKLY | |
| | Subtract Scheduled-Placing-Hours from crew-member-hours. | |
| | • Create LABOR RESOURCE SCHEDULE where LABOR RESOURCE SCHEDULE \underline{dt} = LABOR DAILY AVAILABILITY \underline{dt} | |
| | • Relate LABOR RESOURCE SCHEDULE to WORK ACTION where WORK ACTION hour class cd = 'placing'. | |
| | • LABOR RESOURCE SCHEDULE <u>scheduled hours gty</u> = Scheduled-Placing-Hours. | |
| | • If this is the first day used to schedule hours for the activity, set SCHEDULING ACTIVITY scheduled start dt to LABOR DAILY AVAILABILITY dt. | |
| | • If there are any crew-member-hours left to be scheduled(crew-member-hours minus Scheduled-Placing-Hours), repeat Schedule Placing Labor(above; NOT Schedule Placing Mixed Labor) for the next date. | |
| 20 | 0 Schedule Lock Start Splicing Hours | |
| . = | • For the SCHEDULING ACTIVITY, find all SUBSTEP_EWO. | |
| | • For each SUBSTEP_EWO, sum all the splicing-activity-remaining-hours (see CPM process for splicing-activity-remaining hours) and round to the quarter hour. If no hours a remaining and all substeps are not closed(SUBSTEP_EWO status_cd), set splicing-activity-remaining-hours =1. If all substeps are closed, set splicing-activity-remaining-hours =0. | |
| | • For the SCHEDULING ACTIVITY, find all the ACTIVITY QUICK STARTs where the SCHEDULING WORK TYPE cd = 'splicing'. | |
| | For each ACTIVITY QUICK START, sum the ACTIVITY QUICK START quick schedule hours qty. | |
| | Subtract the sum of ACTIVITY QUICK START <u>quick schedule hours qty</u> from splicing-activity-remaining-hours. | |
| | • crew-member-hours = splicing-activity-remaining-hours / SCHEDULING ACTIVITY | |

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| | | crew size qty. | |
|----|------------------------|--|--|
| | • | Set SCHEDULING ACTIVITY schedule start dt to SCHEDULING ACTIVITY critical path method start dt. | |
| | • | Find the RESOURCE GROUP of the SCHEDULING ACTIVITY. | |
| | | For the RESORUCE GROUP find the daily table records for 'splicing' and 'mixed' employees on the day after the last daily table record used for 'placing'. | |
| | • | For the RESOURCE GROUP find all CRAFT EMPLOYEE RESOURCE GROUP where CRAFT EMPLOYEE RESOURCE GROUP where CRAFT EMPLOYEE RESOURCE GROUP start dt <= day after the last placing LABOR DAILY AVAILABILITY dt and CRAFT EMPLOYEE RESOURCE GROUP end dt >= day after the last placing LABOR DAILY AVAILABILITY dt. | |
| | • | For each CRAFT EMPLOYEE RESOURCE GROUP, find all the CRAFT EMPLOYEE that have LABOR TYPE \underline{cd} = "splicing" or "mixed". | |
| | • | For each CRAFT EMPLOYEE find all LABOR DAILY AVAILABILITY where LABOR DAILY AVAILABILITY \(\frac{dt}{dt} \) >= day after the last placing LABOR DAILY \(\frac{dt}{dt} \). | |
| 21 | Sche | Schedule Lock Start Splicing Hours(continued) | |
| | | Schedule Splicing Labor | |
| | | Start looking for any available hours in the daily table. Schedule a minimum of 8 hours per crew member per day are available, schedule that number of hours(i.e. 10 hours). When looking for hours, never look backward in the daily table. Continue this process for each day until all crew-member-hours have been scheduled. | |
| | • | For each "splicing" LABOR DAILY AVAILABILITY, determine the maximum number of equal hours available(round to the quarter hour) for each required crew member in LABOR DAILY AVAILABILITY total available hours. (i.e. if the crew size is 3 and 2 records have 8 hours available and 1 record has 10 hours available, only 8 hours can be scheduled for all three crew members). | |
| | - · · - · · | ⇒ The required number of crew members is SCHEDULING ACTIVITY <u>crew size</u> <u>qtv.</u> | |
| | | ⇒ If no "splicing" hours are available on this date, search for "mixed" hours(See Schedule Splicing Mixed Labor below). | |
| | • | If the maximum-hours < 8, set maximum hours to 8. | |
| | • | Subtract maximum-hours from LABOR DAILY AVAILABILITY total available hours for | |

| | each crew member. |
|----|---|
| | ⇒ If the result is less than 0, set LABOR DAILY AVAILABILITY total available hours to 0. |
| | • Determine the week# of the LABOR DAILY AVAILABILITY \overline{dt} . |
| | • For the RESOURCE GROUP find the LABOR WEEKLY AVAILABILITY where LABOR WEEKLY AVAILABILITY week = week#. |
| | • Scheduled-Splicing-Hours = (maximum hours * SCHEDULING ACTIVITY <u>crew size</u> qty]. If Scheduled-Splicing-Hours > LABOR WEEKLY AVAILABILITY <u>remaining</u> avail splicing hours qty, add the difference between these two fields to LABOR WEEKLY AVAILABILITY <u>overload splicing hours qty</u> and set LABOR WEEKLY AVAILABILITY <u>remaining avail splicing hrs qty</u> to 0. If Scheduled-Splicing-Hours <= LABOR WEEKLY AVAILABILITY remaining avail splicing hrs qty, subtract Scheduled-Splicing-Hours from LABOR WEEKLY AVAILABILITY <u>remaining avail splicing hrs</u> gty. |
| | Add Scheduled-Splicing-Hours to LABOR WEEKLY AVAILABILITY scheduled hours gty. |
| | Subtract Scheduled-Splicing-Hours from crew-member-hours. |
| | • Create LABOR RESOURCE SCHEDULE where LABOR RESOURCE SCHEDULE \underline{dt} = LABOR DAILY AVAILABILITY \underline{dt} . |
| | Relate LABOR RESOURCE SCHEDULE to SCHEDULING WORK TYPE where SCHEDULE WORK TYPE <u>cd</u> = 'splicing'. |
| | • LABOR RESOURCE SCHEDULE scheduled hours qty = Scheduled-Splicing-Hours .If this is the first day used to schedule hours for the activity, set SCHEDULING ACTIVITY scheduled start dt to LABOR DAILY AVAILABILITY dt. |
| | • If there are any crew-member-hours left to be scheduled(crew-member-hours minus Scheduled-Splicing-Hours), repeat <i>Schedule Splicing Labor(above)</i> for the next date. |
| | • After all the placing and splicing hours have been scheduled for an activity, set SCHEDULING ACTIVITY schedule completion dt to the last date that was used to scheduling the splicing-activity-remaining-hours = 0 and placing- remaining-hours!= 0, set SCHEDULING ACTIVITY schedule completion dt to the last date used to schedule the placing hours. If splicing-activity-remaining-hours and placing- remaining-hours = 0, set SCHEDULING ACTIVITY schedule completion dt to the current system date. |
| 22 | Schedule Lock Start Splicing Hours(continued) |
| 1 | |

| | | Schedule Splicing Mixed Labor:(used when "splicing" hours not available) | |
|---|---|---|--|
| _ | • | For each "mixed" LABOR DAILY AVAILABILITY, determine the maximum number of | |
| | | equal hours available(round to the quarter hour) for each required crew member in | |
| | | LABOR DAILY AVAILABILITY total available hours (i.e. if the crew size is 3 and 2 | |
| | | records have 8 hours available and 1 record has 10 hours available, only 8 hours can be | |
| | | scheduled for all three crew members). Note: This is the number of mixed hours that can | |
| | | be scheduled for this day for each crew member. | |

- ⇒ The required number of crew members is SCHEDULING ACTIVITY <u>crew size</u> atv.
- If the maximum-hours < 8, set maximum hours to 8.
- Subtract maximum-hours from LABOR DAILY AVAILABILITY total available hours for each crew member.
- ⇒ If the result is less than 0, set LABOR DAILY AVAILABILITY total available hours to 0.
- Determine the week# of the LABOR DAILY AVAILABILITY dt.
- For the RESOURCE GROUP find the LABOR WEEKLY AVAILABILITY where LABOR WEEKLY AVAILABILITY week = week#.
- Scheduled-Splicing-Hours = (maximum hours * SCHEDULING ACTIVITY <u>crew size</u> <u>aty)</u>. If Scheduled-Splicing-Hours > LABOR WEEKLY AVAILABILITY <u>remaining</u> <u>avail mixed hrs qty</u>, add the difference between these two fields to LABOR WEEKLY AVAILABILITY <u>overload splicing hours qty</u> and set LABOR WEEKLY AVAILABILITY <u>remaining avail splicing hrs qty</u> to 0. If Scheduled-Splicing-Hours <= LABOR WEEKLY AVAILABILITY remaining avail mixed hrs qty, subtract Scheduled-Splicing-Hours from LABOR WEEKLY AVAILABILITY remaining avail mixed hrs qty
- Add Scheduled-Splicing-Hours to LABOR WEEKLY AVAILABILITY scheduled hours of y
- Subtract Scheduled-Splicing-Hours from crew-member-hours.
- Create LABOR RESOURCE SCHEDULE where LABOR RESOURCE SCHEDULE <u>dt</u> = LABOR DAILY AVAILABILITY <u>dt</u>
- Relate LABOR RESOURCE SCHEDULE to WORK ACTION where WORK ACTION hour class cd = 'splicing'.
- LABOR RESOURCE SCHEDULE scheduled hours aty = Scheduled-Splicing-Hours.
- If this is the first day used to schedule hours for the activity, set SCHEDULING

| | ACTIVITY <u>scheduled start dt</u> to LABOR DAILY AVAILABILITY <u>dt.</u> | |
|----|---|---|
| | • If there are any crew-member-hours left to be scheduled(crew-member-hours minus Scheduled-Splicing-Hours), repeat Schedule Splicing Labor(above; NOT Schedule Splicing Mixed Labor) for the next date. | |
| | • After all the placing and splicing hours have been scheduled for an activity, set SCHEDULING ACTIVITY schedule completion dt to the last date that was used to scheduling the splicing hours. If splicing-activity-remaining-hours = 0 and placing- | |
| | remaining-hours != 0, set SCHEDULING ACTIVII Y schedule completion at to the last date used to schedule the placing hours. If splicing-activity-remaining-hours and placing-remaining-hours = 0, set SCHEDULING ACTIVITY schedule completion at to the current system date. | |
| 23 | Schedule Normal activities (determine scheduled start/end dates) in grocery list order(see above for grocery list order) | |
| | • Find all SCHEDULING ACTIVITY in order of SCHEDULING ACTIVITY scheduling sequence nbr (1 being the first), where SCHEDULING DATE TYPE cd = NS or NC. | , |
| 24 | Consider Preceeding Activities(dependencies) and Buffer Days. | |
| | Find all the PRIOR ACTIVITYs. | |
| | • For each PRIOR ACTIVITY of each SCHEDULING ACTIVITY, find the SCHEDULING ACTIVITY where SCHEDULING ACTIVITY <u>nbr</u> = PRIOR ACTIVITY <u>nbr</u> . | |
| | ⇒ If the prior SCHEDULING ACTIVITY scheduled start dt or schedule completion dt is blanks/null, the SCHEDULING ACTIVITY should be saved for scheduling in the next scheduling-week. | |
| | ⇒ If the prior SCHEDULING ACTIVITY scheduled start dt are schedule completion dt are present, add SCHEDULING ACTIVITY buffer days qty to SCHEDULING ACTIVITY schedule completion dt and call it prior-end-date. If SCHEDULING ACTIVITY buffer days qty is not present, use SCHEDULING AREA default buffer days qty. | |
| | ⇒ Determine the week# of the prior-end-date(call it prior-end-week). If the priorend-week < cpm-start-week#, schedule the activity; otherwise, the SCHEDULING ACTIVITY should be saved for scheduling consideration in the prior-end-week. | |
| } | | |
| 25 | Schedule Normal Placing Hours | |

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- For the SCHEDULING ACTIVITY, find all SUBSTEP EWO.
- For each SUBSTEP_EWO, sum all the placing-activity-remaining-hours (see CPM process for placing-activity-remaining hours) and round to the quarter hour. If no hours a remaining and all substeps are not closed(SUBSTEP_EWO status_cd), set placing-activity-remaining-hours to 1. If all substeps are closed, set placing-activity-remaining-hours to 0.
- For the SCHEDULING ACTIVITY, find all the ACTIVITY QUICK STARTs where the SCHEDULING WORK TYPE cd = 'placing'.
- For each ACTIVITY QUICK START, sum the ACTIVITY QUICK START guick schedule hours qty.
- Subtract the sum of ACTIVITY QUICK START <u>quick schedule hours qty</u> from placing-activity-remaining-hours.
- crew-member-hours = placing-activity-remaining-hours / SCHEDULING ACTIVITY crew size qtv
- Find the RESOURCE GROUP of the SCHEDULING ACTIVITY.
- For the RESORUCE GROUP find the daily table records for 'placing' and 'mixed' employees on SCHEDULING ACTIVITY critical path method start dt.
- For the RESOURCE GROUP find all CRAFT EMPLOYEE RESOURCE GROUP where CRAFT EMPLOYEE RESOURCE GROUP start dt <= SCHEDULING ACTIVITY critical path method start dt and CRAFT EMPLOYEE RESOURCE GROUP end dt >= SCHEDULING ACTIVITY critical path method start dt
- For each CRAFT EMPLOYEE RESOURCE GROUP, find all the CRAFT EMPLOYEE that have LABOR TYPE \underline{cd} = "placing" or "mixed".
- For each CRAFT EMPLOYEE find all LABOR DAILY AVAILABILITY where LABOR DAILY AVAILABILITY dt >= SCHEDULING ACTIVITY critical path method start dt.
- Start looking for available hours to schedule in the daily table. When looking for hours, never look backward in the daily table. If hours are not found on the first date, move forward to the next day in daily table. Continue this process for each day until all crewmember-hours have been scheduled.
- If the Material Status for the SCHEDULING ACTIVITY is "ordered", "needed",
 "transferred" or "shipped", begin looking for available hours the first working day beyond
 the SCHEDULING AREA current interval dur. (See Prioritize/Sort section for Material
 Status).
- If SCHEDULING ACTIVITY <u>roadblock cd</u> = "C", begin looking for available hours the first working day beyond the latest Expected Clearance Date of the Substep Roadblock.

| | For each ROADB ROADB | For each SUBSTEP EWO of the SCHEDULING ACTIVITY, find the ROADBLOCK with the latest ROADBLOCK expected clearance dt and ROADBLOCK critical ind = yes. | |
|-----|--|--|--|
| 26 | Schedule Normal Pla | Schedule Normal Placing Hours(continued) | |
| | Schedule Placing Labor: | Labor: | |
| | ⇒ For each number crew me | For each "placing" LABOR DAILY AVAILABILITY, determine the maximum number of equal hours available(round to the quarter hour) for each required crew member in LABOR DAILY AVAILABILITY total available hours. (i.e. if | |
| | the crew size available, only the number of member. The orew size qty. | the crew size is 3 and 2 records have 8 hours available and 1 record has 10 hours available, only 8 hours can be scheduled for all three crew members). Note: This is the number of placing hours that can be scheduled for this day for each crew member. The required number of crew members is SCHEDULING ACTIVITY crew size qty. | |
| _ | $\Rightarrow \text{If no "pl} \\ Schedul$ | If no "placing" hours are available on thisdate, search for "mixed" hours(see Schedule Normal Placing Mixed Labor below). | |
| | Subtract maximum each crew member. | Subtract maximum-hours from LABOR DAILY AVAILABILITY total available hours for each crew member. | |
| | Determine the war | Determine the week# of the LABOR DAILY AVAILABILITY <u>dt.</u> | |
| | • For the RESOUR LABOR WEEKI | For the RESOURCE GROUP find the LABOR WEEKLY AVAILABILITY where LABOR WEEKLY AVAILABILITY week#. | |
| | Scheduled-Placing-Hours = (rr If Scheduled-Placing-Hours > placing hrs qty), Scheduled-Placing hrs qty remaining avail placing hrs qty scheduled on a later day/week. | Scheduled-Placing-Hours = (maximum hours * SCHEDULING ACTIVITY crew size qty). If Scheduled-Placing-Hours > (LABOR WEEKLY AVAILABILITY remaining avail placing hrs qty), Scheduled-Placing-Hours = LABOR WEEKLY AVAILABILITY remaining avail placing hrs qty. The hours that could not be scheduled this day will be scheduled on a later day/week. | |
| | Add Scheduled-P qtv. | Add Scheduled-Placing-Hoursto LABOR WEEKLY AVAILABILITY scheduled hours atv. | |
| , | Subtract Scheduled- avail placing hrs qty | Subtract Scheduled-Placing-Hoursfrom LABOR WEEKLY AVAILABILITY remaining avail placing hrs qty. | |
| | Create LABOR I LABOR DAILY | Create LABOR RESOURCE SCHEDULE where LABOR RESOURCE SCHEDULE $d\underline{t}$ = LABOR DAILY AVAILABILITY $d\underline{t}$. | |
| | Relate LABOR R SCHEDULE WC | Relate LABOR RESOURCE SCHEDULE to SCHEDULING WORK TYPE where SCHEDULE WORK TYPE <u>cd</u> = 'placing'. | |
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| | LABOR RESOURCE SCHEDULE <u>scheduled hours qty</u> = Scheduled-Placing-Hours. | |
| | • For the first day used to schedule hours of the activity, set SCHEDULING ACTIVITY <u>scheduled start dt</u> to LABOR DAILY AVAILABILITY <u>dt</u> . | |
| | • If there are any crew-member-hours left to be scheduled(crew-member-hours minus Scheduled-Placing-Hours), repeat Schedule Placing Labor for the next date. | |
| 27 | Schedule Normal Placing Hours(continued) | |
| | Schedule Placing Mixed Labor:(used when "placing" hours not available) | |
| | • For each "mixed" LABOR DAILY AVAILABILITY, determine the maximum number of equal hours available(round to the quarter hour) for each required crew member in LABOR DAILY AVAILABILITY total available hours. (i.e. if the crew size is 3 and 2 | |
| | records have 8 hours available and 1 record has 10 hours available, only 8 hours can be scheduled for all three crew members). Note: This is the number of mixed hours that can be scheduled for this day for each crew member. | |
| | ⇒ The required number of crew members is SCHEDULING ACTIVITY <u>crew size</u> <u>qty.</u> | |
| | ⇒ If no "mixed" hours are available on this date, skip this date. | |
| | Subtract Scheduled-Placing-Hours from LABOR DAILY AVAILABILITY total available hours for each crew member. | |
| | • Determine the week# of the LABOR DAILY AVAILABILITY <u>dt</u> . | |
| | For the RESOURCE GROUP find the LABOR WEEKLY AVAILABILITY where LABOR WEEKLY AVAILABILITY week = week#. | |
| | Scheduled-Placing-Hours = (maximum hours * SCHEDULING ACTIVITY <u>crew size qty).</u> If Scheduled-Placing-Hours > LABOR WEEKLY AVAILABILITY <u>remaining avail</u> <u>mixed hrs qty, Scheduled-Placing-Hours = LABOR WEEKLY AVAILABILITY</u> <u>remaining avail mixed hrs qty.</u> The hours that could not be scheduled on this day will be scheduled on a later day/week. | |
| | Add Scheduled-Placing-Hours to LABOR WEEKLY AVAILABILITY scheduled hours qty. | |
| | Subtract Scheduled-Placing-Hours from LABOR WEEKLY AVAILABILITY remaining avail mixed hrs qty. | |
| | • Create LABOR RESOURCE SCHEDULE where LABOR RESOURCE SCHEDULE $\underline{dt} = LABOR$ DAILY AVAILABILITY \underline{dt} . | · · |
| | Relate LABOR RESOURCE SCHEDULE to SCHEDULING WORK TYPE where | \neg |
| 1000 | A CONTRIBUTION OF THE PROGRAMMENT OF THE PROGRAMMEN | |

| | AVAII.ABII.ITY dt | |
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| | Start looking for available hours to schedule in the daily table. When looking for hours, never look backward in the daily table. If hours are not found on the first date, move forward to the next day in daily table. Continue this process for each day until all crewmember-hours have been scheduled. | |
| | • If the activity contains no "placing" hours to be scheduled and the Material Status for the SCHEDULING ACTIVITY is "ordered", "transferred" or "shipped", begin looking for available hours the first working day beyond the SCHEDULING AREA current interval dur. (See Prioritize/Sort section for Material Status). | |
| | ■ If the activity contains no "placing" hours to be scheduled and the SCHEDULING ACTIVITY <u>roadblock cd</u> = "C", begin looking for available hours the first working day beyond the latest Expected Clearance Date of the Substep Roadblock. ⇒ For each SUBSTEP EWO of the SCHEDULING ACTIVITY, find the ROADBLOCK with the latest ROADBLOCK <u>expected clearance dt</u> and ROADBLOCK <u>critical ind</u> = yes. | |
| 29 | 29 Schedule Normal Splicing Hours(continued) | |
| | Schedule Splicing Labor | |
| | • For each "splicing" LABOR DAILY AVAILABILITY, determine the maximum number of equal hours available(round to the quarter hour) for each required crew member in LABOR DAILY AVAILABILITY total available hours. (i.e. if the crew size is 3 and 2 records have 8 hours available and 1 record has 10 hours available, only 8 hours can be scheduled for all three crew members). | |
| | ⇒ The required number of crew members is SCHEDULING ACTIVITY <u>crew size</u> <u>qty</u> . | |
| | ⇒ If no "splicing" hours are available on this date, search for "mixed" hours(See Schedule Splicing Mixed Labor below). | |
| | ſ | |
| | Subtract maximum-hours from LABOR DAILY AVAILABILITY total available hours for each crew member. | |
| | • Determine the week# of the LABOR DAILY AVAILABILITY <u>dt</u> . | |
| | • For the RESOURCE GROUP find the LABOR WEEKLY AVAILABILITY where LABOR WEEKLY AVAILABILITY <u>week</u> = week#. | |
| | • Schedule-Splicing-Hours = (maximum hours * SCHEDULING ACTIVITY <u>crew size</u>). If | |

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| Schedule-Splicing-Hours > LABOR WEEKLY AVAILABILITY remaining avail splicing hours qty, Schedule-Splicing-Hours = LABOR WEEKLY AVAILABILITY remaining avail splicing hours qty. | Add Schedule-Splicing-Hours to LABOR WEEKLY AVAILABILITY <u>scheduled hours</u> <u>aty.</u> | Subtract Schedule-Splicing-Hours from LABOR WEEKLY AVAILABILITY remaining available splicing hours qty. | • Create LABOR RESOURCE SCHEDULE where LABOR RESOURCE SCHEDULE \underline{dt} = LABOR DAILY AVAILABILITY \underline{dt} . | • Relate LABOR RESOURCE SCHEDULE to SCHEDULING WORK TYPE where SCHEDULE WORK TYPE <u>cd</u> = 'splicing'. | • LABOR RESOURCE SCHEDULE scheduled hours qty = Schedule-Splicing-Hours. | • If this is the first day used to schedule hours for the activity, set SCHEDULING ACTIVITY <u>scheduled start dt</u> to LABOR DAILY AVAILABILITY <u>dt</u> .If there are any crew-member-hours left to be scheduled(crew-member-hours minus Scheduled-Splicing-Hours), repeat <i>Schedule Splicing Labor</i> for the next date. | • After all the splicing hours have been scheduled, set SCHEDULING ACTIVITY scheduled completion dt to the last used LABOR DAILY AVAILABILITY dt. If splicing-activity-remaining-hours = 0 and placing-remaining-hours!= 0, set SCHEDULING ACTIVITY schedule completion dt to the last date used to schedule the placing hours. If | splicing-activity-remaining-hours and placing-remaining-hours = 0, set SCHEDULING ACTIVITY schedule completion dt and schedule start dt to the latest completion date of the PRIOR ACTIVITYs of the SCHEDULING ACTIVITY. If no PRIOR ACTIVITIES, use the first day of the schedule for the Scheduling Area | Schedule Normal Splicing Hours(continued) | Schedule Splicing Mixed Labor: (used when "splicing" hours not available) | • For each "mixed" LABOR DAILY AVAILABILITY, determine the maximum number of equal hours available(round to the quarter hour) for each required crew member in LABOR DAILY AVAILABILITY total available hours. (i.e. if the crew size is 3 and 2 records have 8 hours available and 1 record has 10 hours available, only 8 hours can be scheduled for all three crew members). Note: This is the number of mixed hours that can be scheduled for this day for each crew member. | ⇒ The required number of crew members is SCHEDULING ACTIVITY crew size aty. |
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| | | | | | | | | | 30 | | | |

| ⇒ If no "mixed" hours are available on this date, skip this date. | • Subtract maximum-hours from LABOR DAILY AVAILABILITY total available hours for each crew member. | • Determine the week# of the LABOR DAILY AVAILABILITY <u>dt</u> . | • For the RESOURCE GROUP find the LABOR WEEKLY AVAILABILITY where LABOR WEEKLY AVAILABILITY week = week#. | • Scheduled-Splicing-Hours = (maximum hours * SCHEDULING ACTIVITY crew size qty). If Scheduled-Splicing-Hours > LABOR WEEKLY AVAILABILITY remaining avail mixed hrs qty, Scheduled-Splicing-Hours = LABOR WEEKLY AVAILABILITY remaining avail mixed hrs qty. The hours that could not be scheduled on this day will be scheduled on a later day/week. | Add Scheduled-Splicing-Hours to LABOR WEEKLY AVAILABILITY <u>scheduled hours</u> 4ty. | Subtract Scheduled-Splicing-Hours from LABOR WEEKLY AVAILABILITY remaining avail mixed hrs qty. | • Create LABOR RESOURCE SCHEDULE where LABOR RESOURCE SCHEDULE <u>dt</u> = LABOR DAILY AVAILABILITY <u>dt</u> . | Relate LABOR RESOURCE SCHEDULE to SCHEDULING WORK TYPE where SCHEDULE WORK TYPE cd = 'splicing'. | • LABOR RESOURCE SCHEDULE scheduled hours aty = Schedule-Splicing-Hours. | • If this is the first day used to schedule hours for the activity, set SCHEDULING ACTIVITY <u>scheduled start dt</u> to LABOR DAILY AVAILABILITY <u>dt</u> . | • If there are any crew-member-hours left to be scheduled(crew-member-hours minus Scheduled-Splicing-Hours), repeat Schedule Splicing Labor(above; NOT Schedule Splicing Mixed Labor) for the next date. | • After all the splicing hours have been scheduled, set SCHEDULING ACTIVITY scheduled completion dt to the last used LABOR DAILY AVAILABILITY dt. If splicing-activity-remaining-hours = 0 and placing-remaining-hours!= 0, set SCHEDULING ACTIVITY schedule completion dt to the last date used to schedule the placing hours. If splicing-activity-remaining-hours and placing-remaining-hours = 0, set SCHEDULING ACTIVITY schedule completion dt and schedule start dt to the latest completion date of the PRIOR ACTIVITYs of the SCHEDULING ACTIVITY. If no PRIOR ACTIVITIES, use the first day of the schedule for the Scheduling Area | • For Normal activities, if the duration of an activity is less than one day, schedule the |
|---|--|---|---|---|---|---|---|--|--|---|--|---|--|
| | | | | | | | ·· ···· • | | | | | | 31 |

| | activity in the same week(i.e. don't allow the activity to span weeks). This must be done while scheduling normal placing & scheduling hours. If the SCHEDULING ACTIVITY $\frac{dur}{} = 1$, | |
|----------|---|---|
| | determine the week# of SCHEDULING ACTIVITY <u>schedule start dt</u> | |
| | determine the week# of SCHEDULING ACTIVITY <u>schedule completion dt</u> | |
| | • if the two week#'s are not the same, determine Monday's date for the week# of the SCHEDULING ACTIVITY scheduled completion dt. | |
| | reschedule the SCHEDULING ACTIVITY starting with Monday. | |
| | repeat until the week#'s are the same. | |
| 32 | For Normal activities, enforce Activity Interruption Factor. This must be done while scheduling normal placing & splicing hours. | |
| | Find SCHEDULING AREA <u>activity</u> interruption factor. | |
| | • If SCHEDULING AREA activity interruption factor > 0, | |
| | ⇒ max-duration = SCHEDULING ACTIVITY <u>dur</u> + (SCHEDULING ACTIVITY <u>dur</u> * SCHEDULING AREA <u>activity interruption factor</u>). | |
| | ⇒ Determine the difference in days between SCHEDULING ACTIVITY scheduled start dt and SCHEDULING ACTIVITY scheduled end dt (including weekends) and call it actual-schedule-duration. | |
| | ⇒ If actural-schedule-duration > max-schedule-duration, reschedule the SCHEDULING ACTIVITY starting with the day after the SCHEDULING ACTIVITY scheduled start dt. | |
| | ⇒ Continue rescheduling the SCHEDULING ACTIVITY until the actual-scheduleduration is <= max-schedule-duration. | |
| _ | • If SCHEDULING AREA <u>activity interruption factor</u> = 0 and a work-day was skipped due to a lack of hours, reschedule the SCHEDULING ACTIVITY. | |
| | ⇒ continue rescheduling the SCHEDULING ACTIVITY until no work-days are skipped. | |
| ; | n | |
| 33 | Determine jeopardy weeks - the jeopardy-weeks is a count of the number of consecutive weeks an activity is found to be in jeopardy. To determine is an activity is in jeopardy, the scheduled | |
| | start or completion date is comparted with the key date. If the key-date is a normal start, the scheduled-start date is compared to the key date. If the key-date is a normal complete, the | |
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| | scheduled-complete date is compared to the key date. | |
|-----------------|---|--|
| | THIS SHOULD ONLY BE DONE ONCE A WEEK (WEEK END RUN) | |
| | • For each scheduled activity, if SCHEDULING ACTIVITY <u>key dt</u> is present, find the SCHEDULING DATE TYPE. | |
| | • If SCHEDULING DATE TYPE <u>cd</u> = 'NS' and the SCHEDULING ACTIVITY <u>scheduled</u> <u>start dt</u> > SCHEDULING ACTIVITY <u>key dt</u> , increment SCHEDULING ACTIVITY <u>jeopardy weeks</u> by 1; otherwise set SCHEDULING ACTIVITY <u>jeopardy weeks</u> to zero. | |
| | If SCHEDULING DATE TYPE cd = 'NC' and the SCHEDULING ACTIVITY scheduled completion dt > SCHEDULING ACTIVITY key dt, increment SCHEDULING ACTIVITY ieopardy weeks by 1.; otherwise set SCHEDULING ACTIVITY jeopardy weeks to zero | |
| 34 | Determine material order date for each substep of a scheduling activity. | |
| | • Find the SCHEDULING AREA over age material dur. | |
| | If the substep-material-status is 'needed' and the activity-scheduled-start-date is within the appropriate week, call a materials process to calculate the substep's on-job-date and orderdate. | |
| | Determine the relative schedule week# of SCHEDULING ACTIVITY schedule start date. | |
| | • If the week# <= 10and <u>SUBSTEP EWOSCHEDULING ACTIVITY</u> order based start dt is not present. | |
| | ⇒ Call Materials Process to calculate order-date and requested-on-job-date for each substep related to the activity. (Pass this process the Scheduling Activity number) and NOTE: The Materials process will find all the substeps related to the activity and set the order based start date and the order date and on-job-date. | |
| | ⇒ SCHEDULNG ACTIVITY order based start dt – SCHEDULNG ACTIVITY sehedule start dt. | |
| | If the scheduled date of a substep is delayed more than X days from its original scheduled start date, the substep material status is 'ordered' or 'shipped'. | |
| . - | • If the week# <=10 and SCHEDULING ACTIVITY scheduled start dt > SCHEDULING ACTIVITY order based start dt, | |
| | ⇒ determine the difference(in days) between SCHEDULING ACTIVITY order based start dt and SCHEDULING ACTIVITY scheduled start dt. | |
| | ⇒ If difference > SCHEDULING AREA over age material dur, | |

| | VIIIVIII O State Current Inc. Activities | |
|----|--|--|
| | IIIIU AII UIC SUDSTEF | |
| | φ For each SUBSTEP EWO, if the SUBSTEP EWO material status cd = 'O' or 'S', | |
| | * | |
| | ect SUBSTEP EWO everage med in d | |
| | set SUBSTEP EWO over age matl ind | |
| 35 | Reset continuing activity flags | |
| | If this is the weekly schedule run and SCHEDULING ACTIVITY continuing activity ind = on/yes/one, set SCHEDULING ACTIVITY continuing activity ind to off/no/zero(whatever). | |
| 36 | Calculate CTAP information | |
| | Find all substeps with a CTAP associated with it and search for a record in the CTAP table which is associated with that substep | |
| | If there is a CTAP record associated with the substep, ignore it and move to the next substep (do not alter it). | |
| | If there is not a record there, create it and calculate the following dates: | |
| | CTAP lac sched dt = SCHEDULING ACTIVITY scheduled start dt - SCHEDULING AREA lac amt | |
| | CTAP verify start dt = SCHEDULING ACTIVITY scheduled start dt - SCHEDULING AREA verify annt | |
| | CTAP post sched st dr = SCHEDULING ACTIVITY scheduled start dt + SCHEDULING AREA post amt | |
| | CTAP bridge sched st dt = SCHEDULING ACTIVITY scheduled start dt + SCHEDULING AREA bridge amt | |
| | If SUBSTEP EWO f1 ind = "Y" | |
| | CTAP lac sched dr = SCHEDULING ACTIVITY scheduled start dt - SCHEDULING AREA f1 lac amt | |
| | CTAP verify start dt = SCHEDULING ACTIVITY scheduled start dt - SCHEDULING AREA fl verify amt | |
| | * CTAP frame start dt = SCHEDULING ACTIVITY scheduled start dt - SCHEDULING AREA f1 frame amt | |

Page 26274

| | If SUBSTEP EWO special pair transferred qty > 0 |
|----|---|
| | * CTAP lac sched dt = SCHEDULING ACTIVITY scheduled start dt - SCHEDULING AREA spec lac amt |
| | * CTAP verify start dt = SCHEDULING ACTIVITY scheduled start dt - SCHEDULING AREA spec verify amt |
| | * CTAP frame start dt = SCHEDULING ACTIVITY scheduled start dt - SCHEDULING AREA spec frame amt |
| | |
| 37 | Update schedule last run date. |
| | Set the SCHEDULING AREA schedule last run date to the current date. |
| 38 | Indian Seneration of the following Scheduling Reports |
| | Dispatched Work Report 2013 |
| | - Job Listing & Joopardy Report 210 |
| | - Unlimited Work Report |
| | • |

| | When genarating a schedule in the middle of the week, the following steps should NOT be performed: Determine Jeopardy Weeks. | |
|--------------|---|--|
| | Delete Quick Start Activities. | |

ISSUES: SEE SP_ISS.DOC DOCUMENT FOR THE FULL EXPLANATION OF THESE ISSUES.



Kyla Wilson Created by:

06/19/95 Creation date: Revision date:

JAD Area:

Scheduling
Maintain Scheduling Operations
Business Rules - Maintain Scheduling Operations Profile [Scheduling Parameters] Window Deliverable:

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| | | | • If SCHEDULING AREA run schedule saturday ind = "n", then the check box will not be selected (the box will be blank). |
|---|------------------------------|------------------------------|--|
| | | | The system will check the status of run schedule sunday ind: |
| | | | • If SCHEDULING AREA run schedule sunday ind = "y", then the check box will be selected (marked with an "X"). |
| | | | • If SCHEDULING AREA run schedule sunday ind = "n", then the check box will not be selected (the box will be blank). |
| 2 | User clicks the "OK" button. | All valid field changes will | The system checks to insure all the fields contain valid values and if they do, save the changed values: |
| | | be checked and saved. | The system checks to insure that the Interruption Factor is a number between 0 and 100. |
| | | | The system checks to insure that the Material Interval is a number between 1 and 52. |
| | | | • The system checks to insure that the Current Interval is a number between 1 and 5. |
| | | | The system checks to insure that the Scheduling Interval is a number between 1 and 52. |
| | | | The system checks to insure that the Free Material Interval is a number between 1 and 60. |
| | | | |
| 3 | User clicks the "Cancel" | The form is closed and all | |
| _ | button. | changes are discarded. | |

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Howard Chalmers 6/27/95

7/27/95 - Howard Chalmers Created by: Creation date: Revision date: JAD Area:

Scheduling Reschedule Activity

Quick Schedule Activity Deliverable:

Business Rules - Main Toolbar Business Rules - Shell Menus

| Processing Logic | |
|------------------|--|
| ŀ | |
| Event | |
| # | |

| | User clicks the Save button on the toolbar or selects the | All changes to the form are saved to the database. | Current Week: If any rows have been moved from the Supplemental grid to the Schedule grid, or if activities have been displaced, they are committed to the database. (See Current Week Schedule EAM) |
|----|---|---|---|
| | Save menu item. | | Next Week: If any rows have been moved from the Supplemental grid to the Schedule grid, they are committed to the database. (See Next Week Schedule EAM) |
| | | | Does not affect 20 week limited and unlimited. |
| 7. | User clicks the Save & Exit button on the toolbar or selects the Save & Exit menu | All changes to the form are saved to the database. | Current Week: If any rows have been moved from the Supplemental grid to the Schedule grid, they are committed to the database. (See Current Week Scheduling EAM) |
| | item. | Form is closed | Next Week: If any rows have been moved from the Supplemental grid to the Schedule grid, they are committed to the database. (See Next Week Scheduling EAM) |
| | | | 20 week limited nad unlimited: No changes |
| _ | | | Form closes |
| 3. | User clicks the Refresh button on the toolbar or selects the Refresh menu item | All changes to the active form are discarded; the form is refreshed using prior data. | Current Week: If any rows have been moved from the Supplemental grid to the Schedule grid, they are moved back. The grid is refreshed with the same data used to originally populate the grid. This should refresh for all resource id's and CST's. |
| | | ; | Next Week: If any rows have been moved from the Supplemental grid to the Schedule grid, they are moved back. The grid is refreshed with the same data used to originally populate the grid. This should refresh for all resource id's and CST's. |
| | | | 20 week limited and unlimited: The grid is refreshed. |
| 4 | User clicks on the Cancel | All changes to the active | No changes are committed to the database. |
| | | form is closed. | The active form is closed. |
| ۶. | User clicks on the Management Reports button | The Scheduling 206 report is generated and displayed. | Management Reports will be put in sinc with the BellSouth Mangement Reports team. |
| | Tools>206 Report menu | | |
| 9 | User clicks on the Print | The active grid is printed | The ADC will determine how the standard printing capabilities will work so that it is standard across all teams. The user should |
| | button on the toolbar or selects the File>Print menu | | be able to view on line, or print a hard copy of the print. |
| | item | | |

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| .' | User clicks on the Print Preview button on the toolbar | The active grid is displayed as it will be printed | The ADC will determine how the standard printing capabilities will work so that it is standard across all teams. The user should be able to view on line, or print a hard copy of the print. |
|-----|--|--|--|
| | or selects the File> Print Preview menu item | | |
| ٥ | Here of the Comment Wool | The Column World Color | Con Cummant Modle Calandula DAM |
| ó | button on the toolbar or | is opened | SEE CUITEIN WEEK SCHEGUIE EAIM |
| | selects the File> Open> Current menu item | | |
| 6 | User clicks the Next Week | The Next Week Schedule | See Next Week Schedule EAM |
| | Schedule Button on the | window is opened. | |
| - | Open> Next menu item. | | |
| 10. | User clicks the 20 week | The 20 week limited | See 20 Week Limited Schedule EAM |
| | or selects the File> Onen> | schedule form is opened | |
| | Full Period menu item. | | |
| Ξ | User clicks the 20 Week | The 20 Week Unlimited | See 20 Week Unlimited Schedule EAM. |
| | Unlimited button on the toolbar. | Schedule form is opened | |
| 12. | User clicks the Activity | The Activity Maintenance | See Activity Maintenance EAM. |
| | Maintenance button on the | form is opened, | |
| | toolbar or selects the Tools> | | |
| | item. | | |
| 13. | User clicks the Quick | If row is selected, the Quick | Is row selected? |
| | Schedule button on the | Schedule form opens with | yes: Open Quick Schedule form with fields populated from the selected row. |
| | toolbar or selects Tools> | fields populated from the | |
| | Quick Schedule menu item | selected row. If no row is | no: Open message box asking the user to select a row to quick schedule. |
| | | selected a message box | San Chadula EAM |
| | | appears asking me user to select a row | סכב לחורג סכוונתחום באואו |
| | | | This choice is disabled on the Current Week screen |
| 14. | User clicks the Resource | The Resource Allocation | Load the resource allocation graph for the selected resource id |
| | Workload button from the | Graph is opened | Con December Allocation Comb DANA |
| | Resource Allocation Graph | | SEE NESOUICE ATTOCERUIT CIEPLIN |
| | menu item | | |
| 15. | User selects a row from the | The Substeps form appears | Populate Substep form based on the Current Tab (Roadblocks, CTAP, Commitment, Materials) |
| | gnd and selects the Substeps | with the substeps for the | Cae Cuherens FAM |
| | View> Substeps menu item | Activity Nbr populated | **I don't think this EAM is on the schedule! |
| | | | This choice is disabled on the Current. Next Week, and Activity Maintenance forms. (We can't filter by tabs on these screens) |
| 16. | User selects a Resource from | The Job Activity Grid is | Select all activities and jobs where the RESOURCE GROUP cd = the selected Resource Group in the filter. (For all activities in |
| | the Resource Group DDLB | filtered to display all | all jobs to be displayed. |
| | | selected Resource Group. | Display tiese joos in the grid. |
| j | | | See EAM's for specific Schedules |
| 17. | User clicks on Help button on | Opens Help form | Open help form (API) |
| | toolbar or setects Help> Contents menu item. | | |
| | | | |

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, ,

| 18. | User selects Help> Search menu item | Opens help form for search | Open help Search form (API) | |
|----------|---|--|--|---|
| .61 | User selects Help> How to Use Help menu item | Opens help on help | Open Help on Help (API) | |
| 20. | User selects Help> About Scheduler menu item | Opens modal about form | Open splash form (modal) with title bar and button visible. | |
| 21. | User selects the File> Close menu item. | If any changes have been made to the active form, a | If any changes have been made to the form, the Dirty element for the form will be set to true. When the user tries to close the form, a message box will appear asking the user if he wants to save his changes. | |
| | | message box appears asking the user if he wants to save | yes: the changes (drag/drop, etc.) will be committed to the database. The active form is closed. | |
| | | changes. If yes, the changes | | |
| | | are saved. The form is closed. | no: no changes are saved. The active form is closed. | |
| 22. | User selects the File> Print Setup menu item | The print setup dialog box | Call function to open print setup form. (glnitiatePrintSetup). | |
| 23. | User selects the File> Exit | If changes have been made, | If any changes have been made to any active forms, a message box appears asking the user if changes should be saved. | Τ |
| | menu item. | a message box appears | | |
| | | asking the user if he wants to save changes. The | yes: the changes to all active forms are committed to the database. The application is closed. | |
| | | application is closed. | no: The application is closed. | |
| 24. | User selects the View> | The 20 week schedule grids | See 20 Week Limited Schedule EAM #1 | |
| | | | This choice is disabled on the Current, Next Week, and Activity Maintenance forms. | _ |
| 25. | User selects the View> | The 20 week schedule grids | See 20 Week limited Schedule EAM #3 | |
| | Filter> Koadbiocks> Both menu item. | are fultered to show only those activities which have | The Roadblock menu item is checked | |
| | | roadblocks associated with | | |
| | | them. | This choice is disabled on the Current, Next Week, and Activity Maintenance forms. | |
| 26. | User selects the View> Filter> Roadblocks> Critical | The 20 week schedule grids | See 20 Week Limited Schedule EAM #3 | |
| <u>-</u> | menu item | those activities which have | Where ROADBLOCK Critical Ind = true | |
| | | critical roadblocks | | |
| | | associated with them | The Roadblock menu item is checked | |
| | | | This choice is disabled on the Current, Next Week, and Activity Maintenance forms. | |
| 27. | User selects the View> Filter> Roadblocks> Non- | The 20 week schedule grids are filtered to show only | See 20 Week Limited Schedule EAM #3 | |
| | critical menu item | those activities which have | Where ROADBLOCK <u>Critical ind</u> = false | |
| | | associated with them | The Roadblock menu item is checked | |
| | | | This choice is disabled on the Current, Next Week, and Activity Maintenance forms. | |
| 28. | User selects View> Filter> | The 20 week schedule grids | See 20 Week Limited Schedule EAM #4 | |
| | | those activities which have | The CTAP menu item is checked. | |
| | | associated CTAP indicator | | |
| í | | = true | This choice is disabled on the Current, Next Week, and Activity Maintenance forms. | |
| 29. | User selects View> Filter> Commitments menu item | The 20 week schedule grids are filtered to show only | See 20 Week Limited Schedule EAM #5 | |
| | | those activities which have commitments associated | The Commitment menu item is checked This choice is disabled on the Current, Next Week, and Activity Maintenance forms. | |
| TOOLBA | TOOLBAR.DOC - Draft | | Page 3 | Ī |
| | | | | |

| | | with them. | |
|-----|---|------------------------------|--|
| 30. | User selects View> Filter> | The 20 week schedule grids | See 20 Week Limited Schedule EAM #6 |
| | Materials menu item. | are filtered to show only | |
| | | those activities which have | The materials menu item is checked. |
| | | materials assigned to them | |
| | | | This choice is disabled on the Current, Next Week, and Activity Maintenance forms. |
| 31. | User selects View> Filter> | The 20 Week schedule grids | See 20 Week Limited Schedule EAM #7 |
| | Miscellaneous menu item | are filtered to show only | |
| | | those activities which have | The miscellaneous menu item is checked. |
| | | miscellaneous indicators = | |
| | | true | This choice is disabled on the Current, Next Week, and Activity Maintenance forms. |
| 32. | User selects View> Toolbar | Toggle the visibility of the | Toggle whether or not the toolbar is visible. |
| | menu item. | toolbar. | |
| | | | Toggle the check mark on the menu item |
| 33. | User selects View> Status | Toggle the visibility of the | Toggle whether or not the status bar is visible. |
| | Bar. | status bar. | |
| | | | Toggle the check mark on the menu item. |
| 34. | User selects Options> Save | Toggle whether the settings | Toggle whether or not the user will be prompted to save changes made to preferences and parameters or if the changes made will |
| | Settings On Exit menu item. | for parameters and | be saved automatically when the user exits the application. |
| | | preferences are saved on | |
| | | exit. | **Is this true for all forms or just for preferences and parameters. |
| 35. | User selects Options> | Scheduling Parameters form | See Maintain Scheduling Operations EAM's. |
| | Scheduling Parameters menu | is opened | |
| | item. | | |
| 36. | User selects Options> Preferences menu item | Preferences form is opened. | See Preferences EAM |
| 37. | User selects Window> New | I don't know what this does | 2020200 |
| | menu item. | | |
| 38. | User selects Window> | Cascades all open MDI | Arrange all forms (Me.Arrange CASCADE) |
| | Cascade menu item | child menus | |
| 39. | User selects Window> | Arranges icons across the | Arrange icons across bottom of MDI parent form (frmMain. Arrange ARRANGE_ICONS) |
| | Arrange Icons menu item | bottom of the MDI parent | |
| | | form | |

Created by: Kyla W. Martin Creation date: 1/02/1996

JAD Area: Scheduling

Functionality Documentation for Quick Start screen

| | 1 | | | | | | | | | | _ | | | _ | | _ |
|------------------|---|---|---|---|--|---|--|---|--|---|---|---|---|--|--|--|
| Processing Logic | | If a line has not been selected from the Twenty Week Limited, Twenty Week Unlimited or Next Week Schedule screen, the user will be given an error message stating that they must select an activity before opening the Quick Schedule window. | Hours can not be quick scheduled from the current week. If a user selects an activity line from week one of the 20 Week Limited or 20 Week Unlimited Schedule screen, the system will display an error message stating that hours can not be quick scheduled out of the current week. | Populate the Job and Activity fields: The system will populate the quick start window fields with the information associated with the activity selected in the 20 Week Limited, 20 Week Unlimited, or Next Week windows. The hours field is defaulted to zero | The work type is defaulted to placing Populate the resource groups ddlb with all the valid, active resource groups of the scheduling area of the person logged on to the system | | • If the user selects the down arrow on the field, when the hours go below zero, they will be set to the maximum number of | hours which can be quick scheduled for the given activity and work type. If the user selects the up arrow field and the hours go above the maximum amount which can be quick scheduled for the given activity and work type. | • If the user selects the down arrow on the field, when the hours go below zero, they will be set to the maximum number of | nous when can be quick scheduled for the given activity and work type. If the user selects the up arrow field and the hours go above the maximum amount which can be quick scheduled for the | | If the user selects the down arrow on the field, when the hours go below zero, they will be set to the maximum number of hours which can be quick scheduled for the given activity and work type. | If the user selects the up arrow field and the hours go above the maximum amount which can be quick scheduled for the | • If the user selects the down arrow on the field, when the hours go below zero, they will be set to the maximum number of | hours which can be quick scheduled for the given activity and work type. | If the user selects the up arrow field and the nours go above the maximum amount which can be quick scheduled for the in the user selects the up arrow field and the nours go above the maximum amount which can be quick scheduled for the |
| Action | | The Quick Schedule window is opened. | | | | The field is populated with the selected Resource Group code. | The number of hours is | increased/decreased by a quarter hour. | The number of hours is | nicreasewaecreased by a quarter hour. | | The number of hours is increased/decreased by a | quarter hour. | The number of hours is | increased/decreased by a | quarter nour. |
| Event | | User selects a line on the Twenty Week Limited, Twenty Week Unlimited | or Next week Schedule screen and then clicks the Quick Schedule button on the toolbar or selects Tools> | למיניא פרוממחום וופנות ונפנון | | User selects a Resource Group from the Resource DDLB. | User clicks up/down arrows | on the Placing hours field for the Current Week. | User clicks up/down arrows | for the Current Week. | | User clicks up/down arrows on the Placing hours field for | the Next Week. | User clicks up/down arrows | on the Splicing hours field | ior the ivext week. |
| # | | - | | | • | 7 | 3 | | 4 | | | 'n | | 9 | · | |

scheduled portion is placed

and saved (a quick scheduled activity is created), and the quick

hours already quick scheduled for that activity.
If the hours are being quick scheduled into week two, the maximum quick scheduled hours placing/splicing hours are a sum

The maximum amount of placing/splicing hours that may be quick scheduled is:
If the hours are being quick scheduled into week one, the maximum quick scheduled hours placing/splicing hours are a sum of all placing/splicing hours scheduled AFTER week one for that activity (found in the schedule) minus the amount of

given activity and work type.

The information is verified

User clicks the OK button.

| | | in the supplemental area of | of all placing/splicing hours scheduled AFTER week two for that activity (found in the schedule) minus the amount of |
|----------|------------------------|------------------------------|--|
| | | either the Current Week | hours already quick scheduled for that activity. |
| | | Schedule Screen or the Next | If the user has entered more hours than can be quick scheduled for the given activity, the screen will display an error |
| | | Week Schedule Screen | message stating that they are trying to quick start more hours than are available. When they click OK, they are taken back |
| | | (according to which week | to the quick start screen and the amount of hours is defaulted to the maximum that can be quick started for the activity. |
| | | they entered hours). | |
| ∞ | User clicks the CANCEL | The action is aborted and no | |
| | button. | information is | |
| | | saved/changed. | |

Although the following functionality is found in the Current Week Schedule screen and Next Week Schedule screen, it was documented here because it encompasses Activity Quick Start functionality

| # | Event | Action | | Processing Logic |
|---|--------------------------------|------------------------------|---|---|
| | | | | |
| _ | User clicks OK button on | After all checks have been | • | If the quick scheduled hours were quick scheduled into week one, the entry will appear in the Current Week Schedule |
| | Quick Start screen | made an entry appears in | | supplemental area. If the quick scheduled hours were for week two, the entry will appear in the Next Week Schedule |
| | | the supplemental area of the | | screen's supplemental area. |
| | | Current and Next Week | • | The entry in the supplemental area will appear to be just like the lines in the main schedule except for the fact that they are |
| | | screens. | | not in the "schedule". These hours will not be worked until they are dragged up into the main schedule part of the screen |
| | | | | for that week. |
| | | | • | When quick started hours are in the supplemental area, the record in the AQS table has a type code of Q meaning it is in the |
| _ | | | | supplemental area and not scheduled. If this quick started record is not dragged into the schedule, it will simply be deleted |
| | | | | at the end of the scheduling week. |
| 2 | User selects an entry from the | | • | After the user drags the hours into the main schedule portion of the Current or Next Week Schedule screen, the system will |
| | supplemental area of the | quick started hours to be | | check to ensure that there are enough reserved hours to schedule the entire quick start. (This is found by looking into the |
| | Current or Next Week | worked. | | labor weekly availability records for the given resource group at the reserved placing or reserved splicing hours - depending |
| | Schedule screen and drags it | | | upon which work type the quick started hours are representing.) |
| | up into the main schedule | | • | If the amount of reserved hours is greater than the amount of hours to be dragged into the schedule, the AQS (quick started) |
| | portion of the screen. | | | hours are simply subtracted from the reserved hours. |
| | | | • | If there are more AQS hours than reserved hours, the system will set the reserved hours to zero and add the difference |
| | | | | between reserved hours and AQS hours to the overload placing or overload splicing hours for the resource group for the |
| | | | | given week - depending upon the work type that the AQS record is representing. |

In addition to the functionality found on the screens, there is additional functionality to deal with quick started hours in the Scheduling process. (see Scheduling process EAM and Functionality documentation).

Kyla W. Martin 8/14/95

Created by: Creation date: Revision date:

JAD Area: BT: Deliverable:

Scheduling N/A New Functionality - CTAP EAM

| # | Event | Action | Processing Logic |
|---|--|---|---|
| | | | |
| - | User selects the CTAP tab from the 20 Week Limited, 20 Week Unlimited, Current Week or Next Week screens, selects a row of the screen (an activity with a CTAP) and clicks the substeps button on the toolbar. | The CTAP substep grid is opened showing all the substeps for the activity that was selected on the previous screen which have CTAPs associated with them. A button is brought up on the toolbar that allows the user to edit CTAP information. [This button is only available on this substeps window.] | [See specific screen EAM and Subteps Details EAM for descriptions of what data will be shown on these screens.] |
| 7 | User selects a row (substep) from the CTAP tab of the 20 Week Limited, 20 Week Unlimited, Current Week or Next Week Schedule Screens and clicks the CTAP details button. | The CTAP Details window is opened with the specifics of the CTAP associated with the substep. | The system will pull up the CTAP record associated with the substep selected on the Substep Details window (from the CTAP tab). The following information is "header" information and is not editable: Job name - job which "owns" the substep associated with the given CTAP record. Activity - activity which "owns" the substep associated with the given CTAP record. Print - see above Step - see above Work Action - work action associated with the substep Wire Center - WCA associated with the substep Regular Xfer - regular transfer associated with the substep FI Indicator - FI indicator found on the substep The following information will all be obtained from the given CTAP record and will be editable: Throw Number Construction Scheduled Date LAC Scheduled Date LAC Scheduled Date Test Scheduled Date Test Scheduled Date Test Scheduled Bate Test Scheduled Start Date Construction Scheduled Bate Test Scheduled Bate Test Scheduled Start Date Construction Scheduled Bate Test Scheduled Start Date Construction Scheduled Bate Test Actual Date Construction Scheduled Start Date Construction Actual Bate Post Actual Start Date Post Scheduled Start Date Construction Scheduled Start Date Construction Scheduled Start Date Construction Scheduled Start Date Post Actual Start Date Post Actual Start Date |

| | | | Bridge Tap Scheduled Start Date Dail Age Tap A April Scheduled Start Date |
|---|----------------------------|---------------------------|--|
| | | | • Bridge I ap Actual Start Date |
| | | | These fields are editable, but are not checked for accuracy or date correctness. |
| 3 | User clicks the OK button. | All changes are saved and | |
| | | the screen is closed. | |
| 4 | User clicks the Cancel | All changes are discarded | If there are changes to this screen, the user will receive an error message stating that changes were made and asking if they would |
| | button. | and the screen is closed. | like to save them. If the answer is no, the changes are all discarded and the screen is saved. If the answer is yes, all changes are |
| | | | saved and the screen is closed. |

Page 2

Created by: Kyla W. Martin
Creation date: 01/02/1996
JAD Area: Scheduling
Functionality Documentation - Current Week Schedule screen

| | Event | Action | Processing Logic |
|-------------------------------|--|--|--|
| User cli Schedu toolbar | User clicks the Current Week Schedule Button on the toolbar. | The Current Week Schedule window is opened. | The resource group ddlb will be populated using all valid, active resource groups for the scheduling area of the person logged on to the system. CST/MPT numbers will also be populated in the resource group ddlb. The CST/MPT numbers displayed here will be representative of all the unique CST numbers for all jobs of the scheduling area. |
| | | | There will be no row designating the week because all jobs are in the current week |
| | | | Columns: Job Number Activity Priority Date Type Crew Size Place Hours - the amount of placing hours scheduled in the given week for this activity Splice Hours = the amount of placing hours scheduled in the given week for this activity Splice Hours = the amount of placing hours scheduled in the given week for this activity Splice Hours = the amount of placing hours scheduled in the given week for this activity Splice Hours = the amount of placing hours scheduled in the given week for this activity Splice Hours = the amount of placing hours scheduled in the given week for this activity Splice Hours = the amount of placing hours scheduled in the given week for this activity Resource ID = the resource group of the activity. This column will only be displayed if the grid is not filtered by a CSTMPT number. Material Ind = Y/N - shows if the activity has materials associated with it is not filtered by a CSTMPT number. Roadblock Ind = CN/Nblank - shows if the activity has one or more roadblocks associated with it and the type. If there is a critical roadblock associated with the substeps associated with the substeps of this activity, the value will be "V", if there is a non-critical and no criticals the value will be "V", if there is a non-critical and no criticals the value will be "V", otherwise it will be "V". Commitment Ind = Y/N - if any of the substeps associated with the activity have a CTAP associated with then, the indicator will be "V", otherwise it will be "N". Misc Ind = The miscellaneous indicator of the activity. This is a one-character field and can be any number or letter that the engineer wishes to use to identify activities. (it is editable on the Activity Maintenace screen) |
| User s | User selects a Resource from the Resource Group DDLB | The Job Activity Grid is filtered to display all activities assigned to the selected Resource Group or | Select all activities and jobs where the corresponding substeps are to be worked by the selected resource group. If a CST/MPT number is selected from the ddlb, all activities of the jobs with the selected CST/MPT number will be populated. If "ALL" is chosen, all activities for the current week are displayed. The Overload Details button is only active when the user selects a resource group from the ddlb. |
| | | If "ALL" is selected, the supplemental grid is hidden. | Supplemental Grid: The supplemental grid is hidden or shown based on the resource group selected in the drop down list box. The columns in the supplemental grid are identical to those in the schedule grid except for the dates. The activities in the supplemental grid |

| | | If any other Resource ID is chosen, the supplemental grid appears. | have not been put into the actual schedule, so the dates used are the CPM start and end dates instead of the scheduled start and end dates. The supplemental area is only visible when a resource group is chosen. The supplemental area will hold only quick started activites which have not been dragged into the main schedule OR any portion of an activity which the CPM process has determined should be scheduled in week one, but is not currently scheduled in week one. (If the user has made changes to activity information - buffer days, crew size, etc and then run the CPM process affecting the dates.) |
|------------|--|--|--|
| ĸ, | User clicks or double clicks a row in the Job Activity grid. | The selected row is highlighted. | The columns of the selected row would be held in a temporary array. |
| 4, | User tabs from Grid | Focus is set to the Resource ID Drop down. | Force the focus to be set on the drop down. This will, in effect, include the drop down in the tab order on the form. |
| ۶. | User clicks on the Activity Maintenance toolbar button | If a row is selected, the Activity Maintenance | The temporary array holding the selected row is used to populate the Activity Maintenance window (see Activity Maintenance EAM) |
| | or selects Activity Maintenance from the menu | window opens with the information from the selected activity already populated. If no row is selected, a message box | If no activity is selected, the message box should appear asking the user to select a row to displace. |
| | | appears asking the user to select an activity. | |
| 9 | User clicks on Displace | If a row is selected, the | The temporary array holding the selected row is used to populate the Displace Activity window (see Displace Activity |
| | Hours tool button or the Displace menu item. | Displace Hours form appears with the selected | EAM) If no activity is selected, the message box should appear asking the user to select a row to displace. |
| _ | | activity information already populated. Otherwise a | |
| | | message box appears asking the user to select an activity. | |
| 7. | User clicks the Page Up arrow button on the side | The previous screen of information will be | |
| | toolbar. | displayed. | |
| ∞ <u>`</u> | User clicks Row Up arrow button on the side toolbar. | The selected row moves upward one row. The "row selected indicator" moves beside the newly | |
| 6 | User clicks the Mark Row button (push pin) on the side | mginighted/selected The highlighted/selected row is "marked" for recall. | |
| 10. | User clicks the Recall Row | The cursor and screen | |
| | button (arrow) on the side toolbar. | which had been "marked" for recall are brought back on the screen and the cursor | |
| = | User clicks on the Row Down button on the side | The selected row moves downward one row. The | |
| | toolbar | "row selected indicator" moves beside the newly highlighted row. | |
| 12. | User clicks Page/Screen Down button on the side | The next screen full of information will be | |
| FD_CUF | FD_CURR.DOC - Draft | | Page 2 01/01/96 10:27 AM |

| displayed. cks the Beginning of The cursor and view of the information will be changed to show the first full screen of the job/activity information. cks End of List The cursor and view of the information. The cursor and view of the information. The row is removed from the side toolbar. The row is removed from the Supplemental Grid and placed into the main schedule grid. If the activity is one that has been quick scheduled into the first week, the date type is listed as QS; ***if it is a CPM activity, the date type is listed as QS; ***if it is a CPM activity, the date type is listed as NS r selects the save tool All changes to the form are avenu item saved to the database. The Dutton or the Save and Saved to the database. Form is closed cks Overload button is the Overload Details screen is popped up showing amount of overload, | | | | |
|--|---|---|---|---|
| User clicks the Beginning of The cursor and view of the List button on the side toolbar. User clicks End of List information. User drags row from Supplemental Area to Main Schedule Grid Schedule G | 1 | | displayed. | |
| User clicks End of List button on the side toolbar. User drags row from Supplemental Area to Main Supplemental Area to Main Schedule Grid Sch | | ne Beginning of n the side | The cursor and view of the information will be changed to show the first full screen of the job/activity information | |
| User drags row from Supplemental Area to Main Schedule Grid If the activity is one that has been quick scheduled into the first week, the date type is listed as QS; **If it is a CPM activity, the date type is listed as NS The user selects the save tool Button or the save menu item The user selects Save and saved to the database. The user selects Save and saved to the database. All changes to the form are saved to the database. All changes to the form are saved to the database. Form is closed User clicks Overload button or selects the Overload button item. The Overload Details screen item. | | nd of List side toolbar. | The cursor and view of the information will be changed to show the last full screen of the job/activity information. | |
| The user selects the save menu item saved to the database. The user selects Save and Exit tool button or the Save and Exit menu item Form is closed User clicks Overload button or selects the Overload menu item. The Overload Details screen See Corporation is popped up showing amount of overload, | | w from I Area to Main d | The row is removed from the Supplemental Grid and placed into the main schedule grid. If the activity is one that has been quick scheduled into the first week, the date type is listed as QS; **ff it is a CPM activity, the date type is listed as NS | For a CPM activity, the Quick Schedule window is popped up.asking for the number of hours to be Quick Scheduled into the current week. An associated activity quick start record (AQS table) will be created (when the changes are saved to show that the activity is moved into the main grid and may be scheduled For a Quick Scheduled record from the supplemental area, • A type indicator is changed to reflect that the activity has been moved to the main grid and scheduled. • The system will substract the quick start hours from the remaining reserved placing/splicing hours (depending upon the work type of the activity quick start hours from the remaining reserved hours remaining - would you like to overload. If the user selects Yes, the system will set the remaining reserved hours to zero and add the difference between the remaining reserved and quick start hours to the overload placing/splicing hours. (overload that week for the resource group). • The activity may then be scheduled into the current week the next time the scheduling process is run (See Scheduling Process EAM). |
| The user selects Save and All changes to the form are Exit tool button or the Save and Exit menu item Beard Exit menu item Form is closed User clicks Overload button or selects the Overload menu item. | | cts the save tool save menu item | All changes to the form are saved to the database. | |
| remaining reserved hours, etc. | | cts Save and on or the Save u item verload button Overload menu | All changes to the form are saved to the database. Form is closed The Overload Details screen is popped up showing amount of overload, remaining reserved hours, etc. | If any rows have been moved from the Supplemental grid to the Schedule grid, they are committed to the database. (See #18) If any hours have been displaced htey are saved to the database (See Displace Hours EAM) Form closes See Overload Details Window EAM |

Kyla W. Martin 01/02/1996

Created by: Creation date:

JAD Area: Scheduling Functionality Documentation - Displace Activity hours

| # | Event | Action | Processing Logic |
|---|---|--|--|
| | | | |
| г | User clicks the Displace button on the toolbar or selects Tools> Displace menu item from the Current Week | The Displace window is opened. | Populate the Job and Activity fields: If an activity line has been selected from the Current Week Schedule or Next Week Schedule window, the valid information will be populated. Otherwise an error message will appear stating that the user must select an activity from the schedule prior to disclaying hours. |
| | window. | | The Displace window is brought up with all information defaulting to the information associating to the activity selected on the screen. |
| | | | The week is defaulted based on where the Displace window was called from. The hours field will be defaulted to zero |
| | | | The work type field will be defaulted to placing. The ddlb of resource groups will contain all valid, active resource groups for the scheduling area of the person logged on to the system. |
| 7 | User clicks up/down arrows on the Placing hours field. | The number of hours is increased/decreased by one. | |
| က | User clicks up/down arrows on the Splicing hours field. | The number of hours is increased/decreased by one. | |
| 4 | User clicks the OK button. | The information is verified and saved. | Check to insure that the user is not attempting to displace more hours from week one than are scheduled in week one minus any hours reported as worked in week one. (for a given work type) |
| | | | If the amount of placing hours being displaced are more placing hours than are scheduled for week one for that resource group - the same for splicing hours - the user will get a message stating that the number of hours that the user is trying to displace exceeds scheduled hours for that week. |
| | | | After all checks are made and nothing is wrong with the transaction, the system will create a record in the AQS table corresponding to the displaced hours. If the hours are displaced from week one, the AQS record will have a week number |
| | | | of "2". If the hours are displaced from week two, the AQS record will have a week number of "3". (The AQS table shows the weeks that the hours are scheduled into.) |
| | | | The displaced hours as an entry in the schedule of the week into which they are displaced. The Next Week screen will show hours displaced from week one (into week two). The hours displaced into week three will be shown on the Twenty Week Schedules. |
| ĸ | User clicks the CANCEL button. | The action is aborted and no information is | |
| | | saved/changed. | |

See Scheduling Process documentation for further functionality pertaining to displaced hours.

14) 14

Created by: Kyla W. Martin
Creation date: 01/02/1996
JAD Area: Scheduling
Functionality Documentation - Next Week Schedule Window

| | | | 1 |
|------------------|--|---|--|
| Processing Logic | The resource group ddlb will be populated using all valid, active resource groups for the scheduling area of the person logged on to the system. CST/MPT numbers will also be populated in the resource group ddlb. The CST/MPT numbers displayed here will be representative of all the unique CST numbers for all jobs of the scheduling area. There will be no row designating the week because all jobs are in the next week | Columns: Job Number Activity Priority Date Type Crew Size Place Hours - the amount of placing hours scheduled in the given week for this activity Splice Hours - the amount of placing hours scheduled in the given week for this activity Splice Hours - the amount of placing hours scheduled in the given week for this activity Splice Hours - the amount of placing hours scheduled in the given week for this activity Splice Hours - the amount of placing hours scheduled in the given week for this activity Splice Hours - the amount of placing hours scheduled in the given week for this activity Splice Hours - the amount of placing hours scheduled in the given week for this activity Splice Hours - the amount of placing hours scheduled in the given week for this activity Material Date Activity Description Resource ID = the resource group of the activity has materials associated with it in the fire of an of filtered by a CST/MPT number. Material Ind = Y/N - shows if the activity has materials associated with it and the type. If there is a non-critical and no criticals the value will be "V", if there are no roadblocks associated with the substeps of this activity, the value will be mill. CTAP Ind = Y/N - if any of the substeps associated with the activity have a CTAP associated with them, the indicator will be "Y", otherwise it will be "N" Commitment Ind = Y/N - if any of the substeps associated with the activity have a CTAP associated with them, the indicator will be "Y", otherwise it will be "N" Misc Ind = The miscellaneous indicator of the activity. This is a one-character field and can be any number or letter that the engineer wishes to use to identify activities. (it is editable on the Activity Maintenace screen) | Select all activities and jobs where the corresponding substeps are to be worked by the selected resource group. If a CST/MPT number is selected from the ddlb, all activities of the jobs with the selected CST/MPT number will be populated. If "ALL" is chosen, all activities for the next week are displayed. The Overload Details button is only active when the user selects a resource group from the ddlb. Supplemental Grid: The supplemental grid is hidden or shown based on the resource group selected in the drop down list box. The columns in the supplemental grid are identical to those in the schedule grid except for the dates. The activities in the supplemental grid |
| Action | The Next Week Schedule window is opened. | | The Job Activity Grid is filtered to display all activities assigned to the selected Resource Group or team number. If "ALL" is selected, the supplemental grid is hidden. |
| Event | User clicks the Next Week Schedule Button on the toolbar. | | User selects a Resource from the Resource Group DDLB |
| # | _ <u>-</u> | | 2. |



| | | If any other Resource ID is chosen, the supplemental grid appears. | have not been put into the actual schedule, so the dates used are the CPM start and end dates instead of the scheduled start and end dates. The supplemental area is only visible when a resource group is chosen. The supplemental area will hold only quick started activities which have not been dragged into the main schedule OR any portion of an activity which the CPM process has determined should be scheduled in week two, but is not currently scheduled in week two. (If the user has made changes to activity information - buffer days, crew size, etc and then run the CPM process affecting the dates.) |
|----------|--|---|---|
| <u>ښ</u> | User clicks or double clicks a | The selected row is | The columns of the selected row would be held in a temporary array. |
| 4 | User tabs from Grid | Focus is set to the Resource ID Drop down. | Force the focus to be set on the drop down. This will, in effect, include the drop down in the tab order on the form. |
| ς, | User clicks on the Activity Maintenance toolbar button or selects Activity | If a row is selected, the Activity Maintenance window opens with the | The temporary array holding the selected row is used to populate the Activity Maintenance window (see Activity Maintenance EAM) |
| | Maintenance from the menu | information from the selected activity already populated. If no row is selected, a message box appears asking the user to select an activity. | If no activity is selected, the message box should appear asking the user to select a row to displace. |
| ن و | User clicks on Displace Hours tool button or the | If a row is selected, the Displace Hours form | The temporary array holding the selected row is used to populate the Displace Activity window (see Displace Activity EAM) |
| | Displace menu item. | appears with the selected activity information already populated. Otherwise a message box appears asking the user to select an activity. | If no activity is selected, the message box should appear asking the user to select a row to displace. |
| 7. | User clicks the Page Up arrow button on the side toolbar. | The previous screen of information will be displayed. | |
| ∞ | User clicks Row Up arrow button on the side toolbar. | The selected row moves upward one row. The "row selected indicator" moves beside the newly highlighted row. | |
| 6 | User clicks the Mark Row button (push pin) on the side toolbar. | The highlighted/selected row is "marked" for recall. | |
| 0. | User clicks the Recall Row button (arrow) on the side toolbar. | The cursor and screen which had been "marked" for recall are brought back on the screen and the cursor selects it. | |
| 11. | User clicks on the Row Down button on the side toolbar | The selected row moves downward one row. The "row selected indicator" moves beside the newly highlighted row. | |
| 12. | User clicks Page/Screen Down button on the side | The next screen full of information will be | |
| FD_NE | FD_NEXT.DOC - Draft | | Page 2 01/01/96 10:29 AM |

| | | - | |
|----------|--------------------------------|--|--|
| | toolbar. | displayed. | |
| 13. | User clicks the Beginning of | The cursor and view of the | |
| | toolbar. | to show the first full screen | |
| | | of the job/activity | |
| | | information. | |
| 14. | User clicks End of List | The cursor and view of the | |
| | button on the side toolbar. | information will be changed | |
| - | | to show the last full screen | |
| | | of the job/activity | |
| | | Information. | |
| 15. | User drags row from | The row is removed from | For a CPM activity, the Quick Schedule window is popped up asking for the number of hours to be Quick Scheduled into next |
| | Supplemental Area to Main | the Supplemental Grid and | week (week two). An associated activity quick start record (AQS table) will be created (when the changes are saved to show |
| | Schedule Grid | placed into the main | that the the activity is moved into the main grid and may be scheduled |
| | | schedule grid. If the | |
| | | activity is one that has been | For a Quick Scheduled record from the supplemental area, |
| | | quick scheduled into the | A type indicator is changed to reflect that the activity has been moved to the main grid and scheduled. |
| | | first week, the date type is | The system will substract the quick start hours from the remaining reserved placing/splicing hours (depending upon the ' ' |
| - | | listed as QS; **if it is a | work type of the activity quick start). If there are less reserved hours than the amount to be quick scheduled into week two, |
| | | CPM activity, the date | the system will display an error message stating that there are not enough reserved hours remaining - would you like to |
| | | type is listed as NS | overload. If the user selects Yes, the system will set the remaining reserved hours to zero and add the difference between |
| | | | the remaining reserved and quick start hours to the overload placing/splicing hours. (overload that week for the resource |
| | | | Fronty or Annual than he cohadulad into the near meat time the chaduling moners is not fee Chaduling Decrees |
| | | | EAM). |
| | | | |
| | | | The activity is deleted from the supplemental grid and added to the main grid. |
| 16. | The user selects the save tool | All changes to the form are | • If any rows have been moved from the Supplemental grid to the Schedule grid, the changes (new records, modifications to |
| | button or the save menu item | saved to the database. | indicators, etc.) are committed to the database. |
| _ | | | If any hours have been displaced, they are committed to the database. (See Displace Hours EAM) |
| 17. | The user selects Save and | All changes to the form are | • If any rows have been moved from the Sumlemental grid to the Schedule grid, they are committed to the database. (See |
| ; | Exit tool button or the Save | saved to the database. | (81# |
| | and Exit menu item | | If any hours have been displaced htey are saved to the database (See Displace Hours EAM) |
| | | Form is closed | • Form closes |
| <u>%</u> | User clicks Overload button | : | |
| | or selects the Overload menu | The Overload Details screen | See Overload Details Window EAM |
| | IIGIII. | is popped up snowing amount of overload. | |
| | | remaining reserved hours, | |
| | | etc. | |
| | | | |

Created by: Kyla W. Martin
JAD Area: Scheduling
Date: 12/15/1995
Summary of Current System Functionality - Scheduling Process

| # | Processing Logic |
|---|--|
| | |
| П | Find all the jobs/activities of the Scheduling Area to process. The system will request the scheduling process by scheduling area. |
| | • Use a function to determine what day of the week today is by reading system date. With this, you will read the corresponding indicator on each SCHEDULING AREA record to determine if the schedule should be run that night. |
| | (Ex if today is Wednesday, check the SCHEDULING AREA run schedule wednesday ind for the given scheduling area.) |
| | If the schedule should be run, use tomorrow as the first day of the schedule. |
| | The CPM process will determine all of the |
| 2 | Perform CPM Process |
| | For each job, perform CPM Process (See CPM Process EAM). |
| | |
| 8 | Prioritize/Sort the activities in order of importance so that the most important activities have the first command on resources. Quick Start Activities and displaced activities will be scheduled first, but are addressed separately since they are in a separate table. |
| | • Lock Start Activities (scheduling activities with a scheduling date type of LS) |
| | • Normal Activities (scheduling activities with a scheduling date type of NS - normal start or NC - normal complete) |
| | ⇒ Continuing Activities beginning Week 1 - SCHED ACTIVITY continuing activity ind = "Y" |
| | ⇒ Non Continuing Activites beginning Week 1 - SCHED ACTIVITY continuing activity ind = "N" |
| | ⇒ Normal Activities beginning in Weeks 3-52 - SCHED ACTIVITY |
| _ | CPM start dates will be used to determine when the activities are beginning in which weeks. If a SCHED ACTIVITY does not have a SCHEDULING DATE TYPE <u>ed</u> , SCHED ACTIVITY <u>sys gen dt dype</u> cd should be used instead. |
| 4 | Further prioritize each of the above using the following criteria |
| | • CPM Start Date - SCHED ACTIVITY cpm start dt. Earlier dates have higher priority. |
| | • Priority # - the lower the number, the higher priority - SCHEDACTIVITY priority cd |
| | |

1 2.

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| Material Status - This will be gotten by reading all substeps related to a given activity. The substep materials is as follows: N(Needed), B(Baskordered), OCOMENGO, (Transfer Requested), S(Shapped), I(Transferred). In other words, if one substep of a scheduling activity has a status of N(Needed) in the material status of the condered from highest to lowest. In other words, an activity with a material status of the condered from highest to lowest. In other words. For each scheduling activity is sched, seq. In other words. For each scheduling activity is sched, seq. In the indicator of Received. Delete all AQS records with a veck number of 1. Delete all AQS records with a supplemental indicator of Q. This means that the quick started hours were not dragge into the schedule. All of these types of quick starts are automatically deleted. move the week number of the activities up a week. For instance, AQS records for week two now are moved to we scheduling weeks. All AQS records reamaining with a week number of 2 will become one and all displaced record number of three will become 2. Delete current Daily & Weekty Availability Tables to reset the system, deter current Labor Resource Schedule and number of three will become 2. Delete current Daily & Weekty Availability Tables to reset the system, deter current Labor Resource Schedule and number of three will delete all LABOR_WK_AVAIL records which correspond to the scheduling area for which the so. The system will delete all LABOR_WK_AVAIL records which correspond to the scheduling area for which the so. The system will delete all LABOR_WK_AVAIL records which correspond to the scheduling area for which the schedule day of the schedule the system uses the planned schedule of each employee assigned to a each resource-group hours each employee is available each schedule day. Contractor resource-droups. Create Daily Availability Ta | | Duration - SCHED ACTIVITY <u>duration</u> |
|---|---|--|
| | | • Material Status - This will be gotten by reading all substeps related to a given activity. The substep material status code from lowest to highest is as follows: N(Needed), B(Backordered), O(Ordered), Q(Transfer Requested), S(Shipped), T(Transferred), R(Received), U(Unnecessary). In other words, if one substep of a scheduling activity has a status of N(Needed), the material status of the entire scheduling activity is N(Needed) for scheduling process considerations. Once a Material Status is established for each scheduling activity, they should then be ordered from highest to lowest. In other words, an activity with a material status of U(Unnecessary) should should sort ahead of a SCHED ACTIVITY with a material status of R(Received). |
| | | • For each scheduling activity set the activity's sched_seq_nbr to indicate the activity's scheduling order. ("grocery list order") |
| | 5 | THIS PORTION ONLY DONE FOR AN END-OF-WEEK SCHEDULE RUN (Saturday evening): Clear out Quick Start Activities |
| | | |
| | | • Delete all AQS records with a supplemental indicator of Q. This means that the quick started hours were not dragged from the supplemental area into the schedule. All of these types of quick starts are automatically deleted. |
| | | move the week numbers of the activities up a week. For instance, AQS records for week two now are moved to week one with the changing of scheduling weeks. All AQS records reamaining with a week number of 2 will become and all displaced records (in AQS table) with a week number of three will become 2. |
| | 9 | Delete current Daily & Weekly Availability Tables to reset the system, delete current Labor Resource Schedule and reset all the start and end dates of activities to blank/null. |
| | | • The system will delete all LABOR_DAY_AVAIL records which correspond to the scheduling area for which the schedule is being run. |
| | | • The system will delete all LABOR_WK_AVAIL records which correspond to the scheduling area for which the schedule is being run. |
| | | • The system will delete all LABOR_RES_SCHED records which correspond to the scheduling area for which the schedule is being run. |
| | | • The system will delete all WEEKLY_SCHED records which correspond to the scheduling area for which the schedule is being run. |
| | ľ | Const. Daily Maller Tables |
| For each day of the schedule, the system uses the planned schedule of each employee assigned to a each resource-group hours each employee is available each schedule day. Contractor resource-ids will not have actual employees. Consequations and an Monday - Friday. The system will find all valid, active resource groups for a given range. This is gotten by reading the RG_AVAILA RESOURCE_GROUP records. Create Daily Availability Table by Resource Group for 'Telco' Resource-Groups: □ Get all the employees for a Resource Group. (CRAFT_RG) □ For a given date of the scheduling interval, get the employee's planned work schedule schedule. (MTR schedule) | _ | Create Daily Availability Lables |
| | | For each day of the schedule, the system uses the planned schedule of each employee assigned to a each resource-group to determine the number of hours each employee is available each schedule day. Contractor resource-ids will not have actual employees. Consequently, contract employees will be "available" 8 hours a day Monday - Friday. |
| Creation of the second of the | | • The system will find all valid, active resource groups for a given range. This is gotten by reading the RG_AVAILABILITY and RESOURCE_GROUP records. |
| | | |
| | | |
| | | ⇒ For a given date of the scheduling interval, get the employee's planned work schedule schedule. (MTR schedule) |

| | ⇒ Determine the employee's planned work hours by adding up regular working hours and overtime hours and subtracting any planned non-productive time(vacation, training, etc). |
|----------|--|
| | ⇒ The system will also take into account loaned time. If an employee is loaned to another resource group for an interval, their availability is given to the resource group to which they were loaned and not thier primary resource group. |
| | ⇒ Multiply the summed hours by the associated Scheduling Area Load Factor for the week of the given schedule interval date. |
| | ⇒ Save as Daily Table Entry. |
| | Create Daily Availability Table by Resource Group for 'Contract' Resource Groups: |
| | => For each contract resource group, find the number of contract employees assigned to the resource group. (RG_AVAILABILITY.contract_emp_qty) |
| | ⇒ Although there are no records of specific contractors in the system, the scheduling process uses "place holders" for contract employees. Each contract employee is scheduled 8 hours per day, 5 days per week. |
| | ⇒ Multiply the summed hours by the associated Scheduling Area Load Factor for the week of the given schedule interval date. |
| | ⇒ Save this sum as a Daily Availability table entry. |
| ∞ | Schedule Holidays - remove time from the daily availability tables to account for holidays. This is done so that these hours will not be available for scheduling activities later in this process. |
| | • Find all the holidays in the HOLIDAY table that fall between the first day of the schedule and the last day of the schedule. |
| | • For each holiday in the table, find all the LABOR_DAY_AVAIL records for that day and set them to zero. |
| 6 | Determine weekly availability for Telco/Contract Resource Groups. |
| | Find all the RESOURCE GROUP in the SCHEDULING AREA |
| | • By resource group, sum all LABOR_DAY_AVAIL records for a scheduling week range to determine the number of placing hours available for the resource group. |
| | ⇒ Sum all of the LABOR_DAY_AVAIL records corresponding to placing employees and place in the LABOR_WK_AVAIL.rem_place_hrs_qty |
| | ⇒ ONLY IF THIS IS THE WEEK END SCHEDULE RUN: Set LABOR_WK_AVAIL rem_rsv_place_hrs_qty = RG_AVAILABILITY rsv_place_hrs_qty. (Retrieve the default reserved hours for the resource group and place in the weekly availability tables for weeks 1 - 3. Only weeks one through three should have reserved hours for quick starts and displaced hours.) |
| | ⇒ ONLY IF THIS IS THE WEEK END SCHEDULE RUN: Subtract RG_AVAILABILITY rsv_place_hrs_qty from LABOR_WK_AVAIL rem_place_hrs_qty. |
| | By resource group, sum all LABOR _DAY_AVAIL records for a scheduling week range to determine the number of splicing hours available for the resource group. |
| _ | ⇒ Sum all of the LABOR_DAY_AVAIL records corresponding to splicing employees and place in the |

| | LABOR_WK_AVAIL.rem_place_hrs_qty |
|---------|---|
| | ⇒ ONLY IF THIS IS THE WEEK END SCHEDULE RUN: Set LABOR_WK_AVAIL rem_rsv_splice_hrs_qty = RG_AVAILABILITY rsv_splice_hrs_qty. (Retrieve the default reserved hours for the resource group and place in the weekly availability tables for weeks 1 - 3. Only weeks one through three should have reserved hours for quick starts and displaced hours.) |
| | ⇒ ONLY IF THIS IS THE WEEK END SCHEDULE RUN: Subtract RG_AVAILABILITY rsv_splice_hrs_qty from LABOR_WK_AVAIL rem_place_hrs_qty. |
| | • By resource group, sum all LABOR_DAY_AVAIL records for a scheduling week range to determine the number of mixed hours available for the resource group. |
| | Sum all of the LABOR_DAY_AVAIL records corresponding to mixed employees and place in the LABOR_WK_AVAIL.rem_mixed_hrs_qty |
| 10 | Schedule Quick Start activities |
| | • For each resource group within a scheduling area, find all the activity quick start records. (AQS table) |
| · | • Find the LABOR WEEKLY AVAILABILITY where LABOR WEEKLY AVAILABILITY $\frac{\text{week}}{\text{week}} = \text{ACTIVITY QUICK START } \frac{\text{week}}{\text{week}}$. |
| | • If the AQS represents placing hours: |
| | ⇒ Subtract AQS hours qty from LABOR_WK_AVAIL rem avail place hrs qty |
| | ⇒ if he number of quick started hours > remaining placing hours, set the remaining available placing hours for the week to 0. Enter difference between amount of remaining available placing hours and the amount of hours to be quick scheduled into the overload hours for the resource group for the week. |
| | ⇒ Add the amount of quick scheduled hours to LABOR_WK_AVAIL scheduled hrs |
| | If the AQS represents splicing hours: |
| | ⇒ Subtract AQS hours qty from LABOR_WK_AVAIL rem avail splice hrs qty |
| | ⇒ if the number of quick started hours > remaining splicing hours, set the remaining available splicing hours for the week to 0. Enter difference between amount of remaining available splicing hours and the amount of hours to be quick scheduled into the overload hours for the resource group for the week. |
| | • Add the amount of quick scheduled hours to LABOR_WK_AVAIL scheduled hrs |
| 11 | Schedule Lock Start Activities - A lock start activity will be scheduled for a minimum of 8 hours per crew member per day. If more than 8 hours per crew member per day are available, schedule that number of hours(i.e. 10 hours). |
| | • Find all lock start activities which have cpm start and end dates. (only these activites can be scheduled) |
| | • The system will find the amount of resources (number of employees) to fit the crew size of the activity. It will choose the resources to make a crew with the largest number of equal hours on that day. If the amount of hours all of the crew members has is > 8 hours, the system will schedule the amount they all have available (equal across crew members) for that day. If the amount of hours all of the crew members has is < 8 hours, the system will subtract the largest number of hours it can get which is equal across crew members and then add the difference between those hours and the |
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(giving an effective end date of 12/21) and the other on 12/19 with a buffer days of one (effective end date of 12/20), the system will use the 12/21 as NOTE: If any of the material status for the substeps of an activity are "ordered", "needed", "transferred" or "shipped", begin looking for available hours the first working day beyond the current interval. If SCHED_ACTIVITY roadblock $_cd = "C"$ meaning there is a critical roadblock associated the find the largest number of hours that all of the employees have in common (for instance, if two crew members have 7 hours available and the last If the prior activities have been scheduled, the system will check for the latest date of all the activities on which this activity is dependent after buffer depending upon the type of hours to be scheduled) based on the crew size of the activity with the greatest number of available hours. The system will looking for resources. If ALL acitivites which should have occured prior to this activity in its scheduling network do not have scheduling dates, this with a substep of the activity, the system will begin looking for available hours the first working day beyond the latest expected clearance date of the remaining in the activity, the maximum the system will schedule for each crew member is the remaining activity hours / crew size rounded up to the has only 5, the system will use 5 hours). The system will then subtract this number from all of the selected employees (in the previous example, the Note: The system will never schedule more hours than are left in the activity, so on the last day of the activity, if there are < (crew size X 8 hours) The number placing hours to be scheduled for an activity = cpm_place_hours (from SCHED_ACTIVITY) - amount of placing hours quick started When the system begins looking for resoures, it will try to find placing or splicing employees for the activity's resource group (placing or splicing (Normal activities are defined as activities with a date type of Normal Start or Normal Complete) Using the "grocery list order" (sched_seq_nbr), the for the activity. The number of splicing hours to be scheduled for an activity = cpm_splice_hrs (from SCHED_ACTIVITY) - amount of splicing days of the activities have been added. (i.e., if this activity is dependent on two activites and one ends on 12/18 with a buffer days of three days Beginning with the most important activity (the one with the highest priority according to scheduling sequence number), the system will begin the last day of the previous activity. It will start on the next day trying to find resources for the given activity. If there are no prior activities, the system will use the CPM start date to begin looking for resources. Create a record in the schedule (LABOR_RES_SCHED) for the activity for the same amount. amount that would be 8 hours a day per crew member to the overload placing/splicing hours. Crew size X 8 hours will be added to the resource group's scheduled hours for that week roadblock OR the first working day beyond the current interval - whichever is latest. activity will not be scheduled (because of dependencies). hours quick scheduled for that activity. sytem will begin scheduling activities. Schedule Normal Activities nearest quarter hour. 12

Subtract the total number of hours from the LABOR_WK_AVAIL remaining available placing/splicing/mixed hours for the week. If the remaining

placing/splicing/mixed hours is < the hours you are trying to subtract, divide the remaining hours by the crew size and re-schedule the number of

hours per crew member to these hours (rounded to the nearest quarter hour).

sytem will leave two crew members with 2 hours and one with 0 hours) .-- If the system can not find enough placing/splicing employees to cover the

crew size that have > 0 hours, mixed employees will be substituted.

| | • Record the number of hours scheduled into the given week in scheduled hours (add the amount to LABOR_WK_AVAIL.scheduled_hrs) |
|----|--|
| | • The total number of hours subtracted from the employees' available hours (15 in the example) will be recorded in LABOR_WK_AVAIL scheduled_hrs. |
| | • A schedule entry (LABOR_RES_SCHED) will be created for the amount of hours scheduled that given day for that scheduling activity (15 hours). |
| | • The system will then look at the next day for available resources, schedule the most hours it can for a given day based on employee availability, and then repeat this until there are no more hours left to schedule for this activity. The system will always round the amount that is scheduled per employee up to the nearest quarter hour. |
| 13 | For Normal activities, enforce Activity Interruption Factor. This must be done while scheduling normal placing & splicing hours. |
| | • Find the scheduling area's activity interruption factor. Calculate the maximum duration of the activity = duration found in the CPM process (given no limit on resources) + (the CPM process duration * activity interruption factor) |
| | If the activity is scheduled across more than this maximum number of working days (not counting weekends and holidays), the system will roll back the scheduled hours and begin looking for resources again on the day after it originally looked for resources. This process will be repeated until it can find a period in which it can schedule without conflicting with the activity interruption factor. |
| 14 | Determine jeopardy weeks - the jeopardy-weeks is a count of the number of consecutive weeks an activity is found to be in jeopardy. To determine is an activity is in jeopardy, the scheduled start or completion date is comparted with the key date. If the key-date is a normal start, the scheduled-start date is compared to the key date. If the key-date is a normal complete, the scheduled-complete date is compared to the key date. |
| | THIS SHOULD ONLY BE DONE ONCE A WEEK (WEEK END RUN) |
| | • For each scheduled activity, if there is a key date, find the date type. |
| | • If the key date is NS (normal start) and the scheduled start date is later than the key date, increment the scheduling activity's jeopardy weeks by 1.; otherwise set the scheduling activity jeopardy weeks to zero. |
| | • If the key date is NC (normal complete) and the scheduled completion date is later than the key date, increment the scheduling activity's jeopardy weeks by 1.; otherwise set the scheduling activity jeopardy weeks to zero. |
| 15 | Determine material order date for each substep of a scheduling activity. |
| | If the substep-material-status is 'needed' and the activity-scheduled-start-date is within the appropriate week, call a materials process to calculate the substep's on-job-date and order-date. |
| | • Determine the relative schedule week# of scheduled start date of the activity |
| | • If the week# <= 10 and SUBSTEP EWO order based start dt is not present |
| | ⇒ Call Materials Process to calculate order-date and requested-on-job-date for each substep related to the activity. (Pass this process the Scheduling Activity number) and the Materials process will find all the substeps related to the activity and set the order based start date and |

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| | the order date and on-job-date. |
|----|--|
| | If the scheduled date of a substep is delayed more than 30 days from its original scheduled start date, the substep material status is 'ordered' or 'shipped'. |
| | • If the week# <=10 and scheduled start dt > order based start dt, |
| | \Rightarrow Determine the difference (in days) between order based start dt and scheduled start dt. |
| | ⇒ If difference > SCHEDULING AREA over _age _material _dur, |
| | ϕ find all the SUBSTEP EWO of the SCHED ACTIVITY. |
| _ | θ For each SUBSTEP EWO, if the SUBSTEP EWO material status cd = 'O' or 'S', |
| | • set SUBSTEP EWO over age matl ind |
| 16 | Reset continuing activity flags - ONLY ON WEEK-END SCHEDULE RUN |
| | If this is the weekly schedule run and SCHED ACTIVITY continuing activity ind = "Y", set SCHED ACTIVITY continuing activity ind to "N". |
| 17 | Calculate CTAP information |
| | Find all substeps with a CTAP associated with it and search for a record in the CTAP table which is associated with that substep |
| | If there is a CTAP record associated with the substep, ignore it and move to the next substep (do not alter it). |
| | If there is not a record there, create it and calculate the following dates : |
| | • CTAP lac sched dt = SCHED ACTIVITY scheduled start dt - SCHEDULING AREA lac amt |
| | • CTAP verify start dt = SCHED ACTIVITY scheduled start dt - SCHEDULING AREA verify amt |
| | • CTAP post sched st dt = SCHED ACTIVITY scheduled start dt + SCHEDULING AREA post amt |
| | • CTAP bridge sched st dt = SCHED ACTIVITY scheduled start dt + SCHEDULING AREA bridge amt |
| | If SUBSTEP EWOfI ind = "Y" |
| | * CTAP lac sched dt = SCHED ACTIVITY scheduled start dt - SCHEDULING AREA f1 lac amt |
| | * CTAP verify start dt = SCHED ACTIVITY scheduled start dt - SCHEDULING AREA f1 verify amt |
| | CTAP frame start dt = SCHED ACTIVITY scheduled start dt - SCHEDULING AREA f1 frame amt |
| | If SUBSTEP EWO special pair transferred qty > 0 |
| | CTAP lac sched dt = SCHED ACTIVITY scheduled start dt - SCHEDULING AREA spec lac amt |
| | * CTAP verify start dt = SCHED ACTIVITY scheduled start dt - SCHEDULING AREA spec verify amt |
| | |

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| | CTAP frame start dt = SCHED ACTIVITY scheduled start dt - SCHEDULING AREA spec frame amt |
|----|---|
| 18 | Update schedule last run date. |
| | Set the SCHEDULING AREA schedule last run date to the current date. |
| 19 | Create 20 Week Limited Schedule information (WEEKLY_SCHED) |
| | Create 20 Week Limted Schedule information by summing up the hours scheduled for each activity for each week (1-20) and place this in the WEEKLY_SCHED table. |
| 20 | Kick off process to update 20 Week Unlimited Schedule |
| | Kick off process which reads all the updated CPM dates and updates the 20 Week Unlimited screen. |

| NOT be | | | |
|--|---|--|--|
| When genarating a schedule in the middle of the week, the following steps should NOT be performed: | Determine Jeopardy Weeks. | Reset continuing activity flags. | Delete Quick Start Activities. |
| * | | | |

Created by: Kyla W. Martin
Creation date: 12/19/95
JAD Area: Scheduling
Documentation of Current System Functionality - Activity Maintenance window

| Processing Logic | Populate DDLB's The resource group drop down list box is populated with all valid resource groups associated with the cmc/scheduling area of the person logged onto the system. | Populate Job Specific fields If this window is opened by the Job ID Required (modal pop-up windo) window, the Job# field should be populated with the job nbr entered on that window. If this windows, the Job# field should be populated with job nbr selected on those windows. Populate the Job# Description field with the description field found in that job record. | ndo | Find all of the scheduling networks associated with that job and create the "layout" (graphical representation) of the network by reading all of the prior activities (found in the PRIOR_ACTIVITY table) of each activity of the job. The system will display scheduling activities by number, not id. (number denote the identification such as 1,2,3 which are not unique across jobs). If one of the activities is a new activity (entered after the job was configured - denoted by the new_activity_ind field in SCHED_ACTIVITY being set to "N"), the activity will be displayed with an "N" before the activity numberlob Entry will have put all new substeps into their own new activities and into thier own networks. For each scheduling activity, if there is a key date associated with the activity, a key icon should be displayed as a visual aid. For each scheduling activity, if there is a critical roadblock associated with a substep of the activity, a red "stop sign" icon should be displayed. if there is a critical roadblocks associated with a substep of the activity, but there are one or more non-critical roadblocks associated with a substep of the activity, but there are one or more non-critical roadblocks, a "yield sign" icon (triange) should be displayed. If this window is opened by the Job ID Required window, highlight the first scheduling activity of the first network display. If this window is opened from the Two-Week or Twenty-Week windows, highlight the scheduling activity selected on the Two-Week or Twenty Week window in the Activity Network display. Populate Scheduling Activity Contents Display The system will display the "tree structure" of each activity's contents in this section of the screen. The prints will be a proper activity in the activity's contents in this section. | displayed in order, the under the prints of the activity, the steps, then the substeps belonging to those steps. Populate Scheduling Activity fields |
|------------------|--|--|-----|---|---|
| Action | The Activity Maintenance window is opened. | | | | |
| Event | User clicks the Activity Maintenance Button on the toolbar. | | | | |
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| | | | Populate the Start field with the scheduling activity scheduled start date of the highlighted scheduling activity. |
|----------|--|---|---|
| • | · | | Populate the End field with the scheduling activity scheduled completion date of the highlighted scheduling activity. Populate the Buffer field with the scheduling activity buffer days qty of the highlighted scheduling activity. Populate the Priority field with the scheduling activity priority crew size qty of the highlighted scheduling activity. Populate the Description field with the scheduling activity desc of the highlighted scheduling activity. Find the resource group of the highlighted scheduling activity and populate the Resource DDLB selected text box with that resource group. Find the scheduling date type of the highlighted scheduling activity and populate the Date Type selected text box with the date type code. Populate the miscellaneous indicator field . |
| 2 | User clicks an Activity in the Activity Network display. | The selected activity is highlighted. | Re-populate the Scheduling Activity Contents display. (see above steps) |
| | | | Refresh Scheduling Activity Constraints (see above steps) |
| 3 | User clicks a Substep in the Activity Contents display. | The selected substep is highlighted. | |
| 4 | User clicks the Priority field UP SPIN BUTTON. | The number in the Priority field is increased by one. | The maximum allowable priority code is 99. |
| 2 | User clicks the Priority field DOWN SPIN BUTTON. | The number in the Priority field is decreased by one. | The minimum allowable priority code is 1. |
| 9 | User clicks the Buffer field UP SPIN BUTTON. | The number in the Buffer field increases by one. | The maximum allowable buffer days is 60. |
| 7 | User clicks the Buffer field DOWN SPIN BUTTON. | The number in the Buffer field decreases by one. | The minimum allowable buffer days is 0. |
| ∞ | User clicks the Crew Size field UP SPIN BUTTON. | The number in the Crew field increases by one. | • The crew size maximum value is 9. |
| 6 | User clicks the Crew Size field DOWN SPIN BUTTON. | The number in the Crew field decreases by one. | • The crew size minimum value is 1. |
| 10 | User drags a Substep in the Activity Contents display and drops it over an Activity in the Activity Network display. | Move the Substep from it's current activity to the target activity in the Activity Network display. | When a substep is moved, the relationship between the substep and it's primary activity is changed to reflect the new activity that the substep would be related to. This is done by changing the sched_act_id field in the substep table. The resource group of the moved substep will be changed to be the resource group of all of the substeps in the activity to which the substep was moved. |
| <u> </u> | User drags a Step in the Activity Contents display and drops it over an Activity in the Activity Network display. | Move all the Substeps of the selected Step in the current activity to the target activity in the Activity Network display. Other Substeps of the Step that are in different activities will not be moved. | The system will find all of the substeps associated with that step and scheduling activity and change the sched_act_id field (scheduling activity relationship) in the substep table to reflect the new activity. The resource group of the moved substeps for that step will be changed to be the resource group of all of the substeps in the activity to which the substep was moved. |

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| Ç | Hear duran a Drint in the | Mario all the Cubetone of | . The austream will find all of the authorized unith that waits for field on the sten stalls) and caleaduline entirely and |
|----|--|---|--|
| 71 | Activity Contents display and | the Stens of the selected | The system will find all of the Subsects associated with that plant (a field off the subsect all of self-off field (scheduling activity relationshin) in the substentable to reflect the new activity. |
| | drops it over an Activity in | Print in the current activity | The resource group of the moved substeps for that print/step will be changed to be the resource group of all of the substeps. |
| | the Activity Network display. | to the target activity in the | in the activity to which the substep was moved. |
| | | Activity Network display. | |
| | | Other Substeps of the Steps | |
| | | different activities will not | |
| | | be moved. | |
| 13 | User clicks on Add | The Add Dependency | See the Add Dependencies Functionality Summary at end of this document. |
| | Dependencies tootbar button. | window is opened for the | |
| | | Activity currently highlighted in the | |
| | | Dependency Graph. | |
| 14 | User clicks on Remove | The Delete Dependency | See the Delete Dependencies Functionality Summary at end of this document. |
| • | Dependencies toolbar button. | window is displayed for the | |
| | | Activity currently | |
| | | highlighted in the | |
| 15 | User clicks on the Insert | The Add Activity window is | See the Add Activity Functionality Summary at end of this document. |
| CI | Activity toolbar button. | | |
| 16 | User clicks on the Remove | The Delete Activity window | See the Delete Activity Functionality Summary at end of this document. |
| | Activity toolbar button. | is displayed. | |
| 17 | User clicks on the CPM toolbar button. | The CPM process is initiated for the JOB | See the CPM Process Functionality Documentation and the CPM Response window Functionality Documentation |
| | | AUTHORITY EWO. | |
| | | The CPM Response | |
| | | window is opened to | |
| | | CPM process. | |
| 18 | User clicks the Remarks | The Substep Remarks | If the user has selected a substep: The substep remarks window is opened, and all of the substep remarks for the substep are |
| | toolbar button. | window is opened for the | displayed. The user may edit or add remarks and click the OK button to save them. |
| | | substep selected in the Activity Make-Up display. | If the user has selected anything other than a substep (a print, step, etc.) or NOT selected anything, the substep remarks button will not be active. |
| | | | |
| 19 | User clicks the Roadblock, "STOP" toolbar hutton | The Substep Roadblock | If the user had selected a substep with no roadblocks, they would receive a message stating that there are no roadblocks for this substem |
| | | substep selected in the | If the user selected a substep with either critical or non-critical roadblocks (denoted by a "substep" symbol - two feet - of |
| | | Activity Make-Up display. | either red or yellow) and clicked the button, a screen displaying roadblock information would appear. (See Roadblocks |
| _ | | | Scient Fallenbianty Documentation. |
| 20 | User clicks the Save/OK | Any changed information is | Validate Scheduling Activity fields |
| | | The window is closed. | The required fields for a new activity are description, resource group, and crew size. |
| | | | • If the user enters either a date type, priority OR key date, they must enter all three. |
| | | | It a scheduling activity key of has been entered, it cannot be a date before the current date. When job/activity information is saved, all empty activities will be deleted (the user will receive a warning message first |
| | | | informing them that the activities will be deleted). |
| | | | If an activity has been detected that had activities dependent upon it, when the activity maintenance screen changes are saved, the dependencies will be moved tot he prior activity. (i.e., Activity 2 depends on 1 and 3 depends on 2, if the user |
| | | | () () () |

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| deletes activit All networks in the material ind Set the material ind If one or more SUB NOTE: Job Entry harmone Save new networks | deletes activity 2 activity 3 should then be dependent upon activity 1) All networks must have a key date, priority, and date type. Set the material indicator when any substeps related to an activity have material If one or more SUBSTEP EWOs related to a scheduling activity have material requirements, set scheduling activity material ind. NOTE: Job Entry has to do this same function when initially creating Scheduling Activities. Consider using the same function. The system will check to ensure that there are no circular networks for this job. (if a dependency already exists on this activity earlier in the network, the user will receive an error message.) |
|---|---|
| If any new sci | If any new scheduling networks were created due to adding new activities or deleting activities, the network record will be created and saved for the job. |

ADD ACTIVITY FUNCTIONALITY

| Processing Logic | |
|------------------|--|
| Action | |
| Event | |
| # | |

| tivity Form is Add Activity form opens with the job number for that activity network populated. The Activity field is populated with the next available activity number. | The Activity Number field will be defaulted to the next available activity number (the last used activity number for the job valid activity nbr, the plus one). If an activity number is manually entered, check to ensure that it does not already exist. If it does exist, a message box should ask the user to enter a valid activity nbr has been entered, a Msg box appears asking the user to enter a valid activity nbr. The form is closed. | The form is closed and no hanges are saved. changes are saved. | Context sensitive help is Opened for adding an activity to a network. Opened for Adding an activity to a network. | If the user wants to save changes: (see the information under the "User clicks on the OK button" entry) The form is closed appear asking the user if he would like to save changes. |
|--|---|--|--|--|
| Add Activity Form is opened. | If the user has entered valid activity nbr, the activity is added as a scheduling network. If an invalid activity n been entered, a Msg b appears asking the use enter a valid activity r | The form is closed changes are saved. | Context sensitive help opened for Adding an activity to a network. | If any changes hade, a message appear asking the would like to sa |
| User clicks on the add activity button on the toolbar or clicks on the Tools> Activity> Add menu item | User clicks on the OK button. | The user clicks on the Cancel button. | The user clicks the Help button | The user clicks on the close menu item from the control menu. |
| - | 64 | 3 | 4 | w |

DELETE ACTIVITY FUNCTIONALITY

| Processing Logic | |
|------------------|--|
| Action | |
| Event | |
| # | |
| | |

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| - | User selects an actvity from the "Scheduling Network Display" and clicks on the delete activity button on the toolbar or clicks on the Tools> Activity> Delete menu item | | • | Delete Activity form opens with the job number for the activity network populated on the Activity Maintenance window and the activity field defaulted to the selected activity from the "Scheduling Network" section of the screen. |
|---|--|--|-----|--|
| 7 | User clicks on the OK button. | | | If an activity number has not been entered or a user has not selected an activity on the "Scheduling Network" area, a message box will ask the user to enter one. If the user selects an activity to be deleted that has steps or substeps in them, the user will get an error message stating "Can not delete a non empty activity to be deleted that papear informing the user that dependent activities exist, a message box should appear informing the user that dependent activities exist and asking the user to confirm. For each scheduling activity in the scheduling network, check to see if any other activities have the activity as a prior activity. If so, and the user elects to delete the activity, all dependent activities will become a new scheduling network and scheduling activity to prior activities Delete the link between scheduling activity to prior activities Delete the scheduling activity The form is closed. |
| 3 | The user clicks on the Cancel button. | The form is closed and no changes are saved. | • | The form is closed and no changes are saved. |
| 4 | The user clicks the Help button | Context sensitive help is opened for deleting an activity from a network. | • | Context sensitive help is opened for deleting an activity from a network. |
| 2 | The user clicks on the close menu item from the control menu. | If any changes have been made, a message box will appear asking the user if he would like to save changes. | • • | If the user wants to save changes: (see explanation of user clicking the OK button) The form is closed |

ADD DEPENDENCIES FUNCTIONALITY

| # | Event | Action | Ц | Processing Logic |
|---|-------------------------------|---------------------------------|---|--|
| | | | | |
| 1 | User clicks on the delete | The Add Dependency Form | • | If the user has selected an activity baefore entering the window, the Add Dependency form opens with the job number and |
| | dependency button on the | is opened. | | activity number for that activity already populated. |
| | toolbar or clicks on the | | • | If no activity has been selected, the window will appear with the Job Nbr populated, but without the activity nbr populated. |
| | Tools> Dependency> Add | | • | The user will enter the dependent activity to which the dependency will be added. |
| | menu item | | , | |
| 7 | User clicks on the OK button. | Checks are made to ensure | ٠ | If an activity number has not been entered for the activity, a message box will ask the user to enter one. |
| | | that this dependency will | • | The system will check to ensure that this is not creating a circular network. If it does, the user will receive an error message |
| | | not create a circular activity. | | stating that this would create a circular network, and the new dependency will not be saved. |
| | | If there are no problems, the | • | If no circular network exists and the number entered is a valid activity number, the dependency will be added. |
| | | dependency is added. | | ⇒ The selected activity and all of the activities dependent upon it will be moved "after" the activity the dependency is to be |
| | | | | added to. If there are a number of activities following the activity, they will also move with the activity. |
| | | | | ⇒ If the activity belongs to a different network than the activity it will be dependent upon, the activity will be saved as a |
| | | | | member of the new network. If the activity is the first activity of its own network, the activity network record will be |
| | | | | deleted once the information is saved. |
| | | | • | The form is closed. |

| ٣ | The user clicks on the Cancel The form is closed and no | The form is closed and no | ŀ | The form is closed and no changes are saved. |
|---|---|------------------------------|---|---|
| | button. | changes are saved. | | |
| 4 | The user clicks the Help | Context sensitive help is | • | Context sensitive help is opened for deleting an activity from a network. |
| | button | opened for Adding an | | |
| | | activity from a network. | | |
| 2 | The user clicks on the close | If any changes have been | · | If the user wants to save changes, see "User clicks the OK button area." |
| | menu item from the control | made, a message box will | • | The form is closed |
| | menu. | appear asking the user if he | | |
| | | would like to save changes. | | |

DELETE DEPENDENCIES FUNCTIONALITY

| Processing Logic | If the user has selected an activity baefore entering the window, the Delete Dependency form opens with the job number and activity number for that activity already populated. If no activity has been selected, the window will appear with the Job Nbr populated, but without the activity nbr populated. The user will enter the dependent activity to which the dependency will be deleted. | If an activity number has not been entered for the activity, a message box will ask the user to enter one. The dependency is deleted from the network and dependent activities move up one level: Remove the link between the dependent scheduling activity and prior activity and delete the record in prior activity. Add logic to find if there are dependent activities, etc. Add a link between the dependent scheduling activity and any prior activity on which the deleted activity had been dependent. In other words, if activity A3 is dependent on A2 which is dependent on A1, and A2 is removed from the network, A3 becomes dependent on A1. The form is closed. | The form is closed and no changes are saved. | Context sensitive help is opened for deleting an activity from a network. | If the user wants to save changes, the dependency is deleted from the network (see "User clicks the OK button" logic earlier in this functionlaity summary. The form is closed |
|------------------|--|---|--|---|---|
| H | · · · · | υ . | • | • | e v. |
| Action | The Delete Dependency Form is opened. | Activity is deleted from the network. | The form is closed and no changes are saved. | Context sensitive help is opened for Deleting an activity from a network. | If any changes have been made, a message box will appear asking the user if he would like to save changes. |
| Event | User clicks on the delete dependency button on the toolbar or clicks on the Tools> Dependency> Delete menu item | User clicks on the OK button. | The user clicks on the Cancel button. | The user clicks the Help button | The user clicks on the close menu item from the control menu. |
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INTRODUCTION

The purpose of MATERIALS MANAGEMENT Business Solution Area IV is to gain consensus on how material requirements are handled when the Jobentry-EWO application makes one or more of the following changes to substep¹:

- Indicates that the material requirement is no longer needed either because the job or substep was deleted.
- Changes the description of the material required on the substep
- Changes the custom features required on the substep (i.e., creating, updating, or deleting the custom features)
- Changes the quantity of material required on the substep

When a change is made to a substep, Jobentry-EWO checks the material status of the substep and, based on that status, decides whether or not to call a Materials Management function to handle any material that may have already been procured² or assigned to that substep. A substep can have one of the following material statuses:

- Unnecessary The substep requires no material.
- Needed All of the material required on the substep has not yet been procured; pending orders or transfers may exist or a partial assignment may exist³. If the remaining needed quantity on the substep is greater than zero but less than the substep's order quantity, the requirement is "partially satisfied".
- Ordered The material required on the substep has been ordered; a pending transfer or partial assignment may also exist. The substep obtains a material status of "ordered" because that is the method of procurement used last.
- **Shipped** The material required on the substep has been shipped; a pending transfer or partial assignment may also exist.
- Transfer Requested The material required on the substep has been requested for transfer; a pending order or partial assignment may also exist. The substep obtains a material status of "transfer requested" because that is the method of procurement used last.
- **Transferred** The material required on the substep has been transferred; a pending order or partial assignment may also exist.
- Received All of the material required on the substep has been received and assigned to the substep; no pending orders or transfers exist.
- **Disbursed** All of the material required on the substep has been reported and the substep is complete.

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A substep is a breakdown of the work required on a job step.

² For the purposes of this document, "procured" includes the following material statuses: Ordered, Shipped, Transfer Requested, and Transferred.

³ A pending order or transfer is one in which the ordered or transferred material has not be received into inventory.

If a material requirement has changed (e.g., material description) and the substep has a material status of "needed", a call is made to Materials Management because the substep may be partially satisfied. If needed, any pending orders or transfers are disassociated from the substep and any material assigned to the substep is unassigned.

If the requirement is no longer needed (e.g., the substep is deleted) and the substep has a material status of "needed", a call is made to Materials Management only if the requirement has been partially satisfied; otherwise no call is made.

Regardless of the change made, if the substep has one of the "procured" material statuses, a call is made to Materials Management to disassociate any pending orders or transfers from the substep and to unassign any material that may be assigned to the substep.

Regardless of the change made, if the substep has a material status of "unnecessary", no call is made to Materials Management since material is not needed or the substep is complete. If the substep has a material status of "disbursed", Jobentry-EWO does not allow changes to be made.

The Materials Management function handles one type of change at a time. If multiple changes are to be made, the order in which the changes should be processed is as follows:

- A change in material description or custom features
- A change in order quantity

Depending on the nature of the change and the material status of the substep at the time of the change, one or more of the following may occur when a call is made to Materials Management:

- Pending transfers may be disassociated from the substep Disassociating the substep from its transfer will mean that any material transferred for that substep will be received into inventory as unassigned material upon delivery.
- Pending orders may be disassociated from the substep Disassociating the substep from its order will mean that any material ordered for that substep will be received into inventory as unassigned material upon delivery.
- Material assigned to the substep may be unassigned Unassigning the material from the substep means that the material is no longer reserved for use on that substep.
- The remaining needed quantity on the substep may be adjusted
- The material status of the substep may be changed

After the material which has already been procured or assigned to the substep has been successfully handled, Jobentry-EWO may delete the substep, change the description of the material required, create/update/delete the custom features required, or change the quantity required.

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MATERIAL REQUIREMENT IS NO LONGER NEEDED

A substep may be deleted when an engineer makes a revision to an approved job and the substep is no longer required or an entire job may be cancelled because of budget reasons, etc. If a substep is to be deleted or a job is to be cancelled, any material that has already been procured or assigned to the substep(s) must be handled. To do so, Jobentry-EWO provides the identifier of the substep, the substep's old order quantity, and a new order quantity equal to zero to the Materials Management function⁴. Passing a new order quantity of zero means that the requirement is no longer needed which prompts the system to take the appropriate action.

NEEDED OR PROCURED STATUS

If the material needed on a substep has already been procured or partially satisfied, any pending orders or transfers must be entirely disassociated from the substep and any material already assigned to the substep must be unassigned as follows:

- **Transfer Request** If the substep has a pending transfer, the action taken by the system depends on whether or not the transfer request has been approved.
 - Unapproved If the transfer request has not been approved, the substep is disassociated from the transfer request and, if the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed. If multiple transfer requests exist, the system disassociates the substep from each transfer request found.
 - **Approved** If the transfer request has been approved, the substep is disassociated from the transfer request, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted. If multiple transfer requests exist, the system disassociates the substep from each transfer request found.
- Order Request If the substep has a pending order, the system changes the quantity to be assigned to the substep to zero. If multiple orders exist, the system changes the quantity to be assigned to the substep to zero on each order found.

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⁴ If cancelling a job, Jobentry-EWO must call this function for each substep requiring material within the job.

- **Assignment** If the substep has an assignment, the system takes the following action:
 - Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity assigned to the substep.
 - Records an Unassignment material inventory transaction. If multiple assignments exist, the system creates an Unassignment material inventory transaction for each assignment found. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

Disassociation occurs first from the transfers, then from the orders, and then from the assignments until the old order quantity has been disassociated or there are no more orders, transfers, or assignments from which to disassociate, whichever comes first.

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO changes the status of the substep to "DE" (deleted).

RECEIVED STATUS

If the material needed on a substep has already been received, all of the material assigned to the substep must be unassigned as follows:

- The associated inventory item's assigned balance is decreased and its unassigned balance is increased by the quantity assigned to the substep.
- Records an Unassignment material inventory transaction. If multiple assignments exist, the system creates an Unassignment material inventory transaction for each assignment found. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO changes the status of the substep to "DE" (deleted).

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⁵ The fact that no disassociations or unassignments may be done is NOT considered an error.

CHANGING THE MATERIAL DESCRIPTION OR A CUSTOM FEATURE OF A **SUBSTEP**

If the material description or custom feature is to be changed on a substep, any material that has already been procured or assigned to the substep(s) must be handled. To do so, Jobentry-EWO provides the identifier of the substep, the substep's old order quantity, and a new order quantity equal to the substep's old order quantity to the Materials Management function. Passing a new order quantity equal to the old order quantity means that the material description or a custom feature of the substep has changed which prompts the system to take the appropriate action.

NEEDED OR PROCURED STATUS

If the material needed on a substep has already been procured or partially satisfied, any pending orders or transfers must be entirely disassociated from the substep and any material already assigned to the substep must be unassigned as follows:

- Transfer Request If the substep has a pending transfer, the action taken by the system depends on whether or not the transfer request has been approved.
 - Unapproved If the transfer request has not been approved, the substep is disassociated from the transfer request and, if the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed. If multiple transfer requests exist, the system disassociates the substep from each transfer request found.
 - Approved If the transfer request has been approved, the substep is disassociated from the transfer request, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted. If multiple transfer requests exist, the system disassociates the substep from each transfer request found.
- **Order Request** If the substep has a pending order, the system changes the quantity to be assigned to the substep to zero. If multiple orders exist, the system changes the quantity to be assigned to the substep to zero on each order found.

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- Assignment If the substep has an assignment, the system takes the following action:
 - Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity assigned to the substep.
 - Records an Unassignment material inventory transaction. If multiple assignments
 exist, the system creates an Unassignment material inventory transaction for each
 assignment found. If the inventory item is non-central office equipment and
 ordered direct to code, the Unassignment transaction is marked to be sent to Asset
 Management; otherwise it is marked as not to be sent to Asset Management.

Disassociation occurs first from the transfers, then from the orders, and then from the assignments until the old order quantity has been disassociated or there are no more orders, transfers, or assignments from which to disassociate, whichever comes first.

After all orders, transfers, and assignments have been disassociated, the system resets the substep's remaining needed quantity back to the old order quantity and its material status back to "needed". If disassociation was not needed because the substep's remaining needed quantity was equal to the old order quantity, the system just sets the remaining needed quantity to the old order quantity and the material status to "needed".

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO changes the material description required on the substep to the new material description or creates, updates, or deletes the custom feature required.

The new material may be procured using the methods described in Business Solutions I and II (BS10VER.DOC and BS20VER.DOC).

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RECEIVED STATUS

If the material needed on a substep has already been received, all of the material assigned to the substep must be unassigned as follows:

- The associated inventory item's assigned balance is decreased and its unassigned balance is increased by the quantity assigned to the substep.
- Records an Unassignment material inventory transaction. If multiple assignments exist, the system creates an Unassignment material inventory transaction for each assignment found. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

After all material has been unassigned, the system resets the substep's remaining needed quantity back to the old order quantity and its material status back to "needed".

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO changes the material description required on the substep to the new material description or creates, updates, or deletes the custom feature required.

The new material may be procured using the methods described in Business Solutions I and II (BS10VER.DOC and BS20VER.DOC).

INCREASE THE ORDER QUANTITY OF A SUBSTEP

No matter what the material status of the substep, if the order quantity of a substep is to be increased, the substep's remaining needed quantity and its material status must be changed so that more material may be procured. To do so, Jobentry-EWO provides the identifier of the substep, the substep's old order quantity, and the substep's new order quantity to the Materials Management function. Passing a new order quantity greater than the old order quantity means that more material is needed which prompts the system to take the following action:

- Increases the substep's remaining needed quantity by the difference between the new order quantity and the old quantity.
- Resets the substep's material status to "needed".

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO increases the substep's order quantity.

The additional material may be procured using the methods described in Business Solutions I and II (BS10VER.DOC and BS20VER.DOC).

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DECREASE THE ORDER QUANTITY OF A SUBSTEP

If the order quantity of a substep is to be decreased, any material that has already been procured or assigned to the substep(s) must be handled. To do so, Jobentry-EWO provides the identifier of the substep, the substep's old order quantity, and the substep's new order quantity to the Materials Management function. Passing a new order quantity less than the old order quantity means that less material is needed which prompts the system to take the appropriate action.

NEEDED STATUS

If the material needed on a substep has not been procured or has been partially satisfied, there remains some quantity still to be satisfied on the substep. If that is the case, the system decreases the substep's remaining needed quantity by the difference between the old order quantity and the new order quantity or by as much it can before decreasing the quantity to be assigned from any pending orders or transfers or before decreasing the quantity that may be already assigned to the substep.

If the substep's remaining needed quantity is not enough to satisfy the decrease in the quantity needed (remaining needed quantity < decrease in quantity), the system decreases the substep's remaining needed quantity by as much as it can until the remaining needed quantity reaches zero and then disassociates the difference from any pending transfers, pending orders, or assignments as follows:

- Transfer Request If the substep has a pending transfer, the action taken by the system depends on whether or not the transfer request has been approved.
 - Unapproved If the transfer request has not been approved, the substep is disassociated from the transfer request by the quantity remaining to be decreased or by as much as it can, whichever is smaller. If the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed. If multiple transfer requests exist, the system disassociates the substep from each transfer request found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more transfer requests from which to disassociate.

- Approved If the transfer request has been approved, the substep is disassociated from the transfer request by the quantity remaining to be decreased or by as much as it can, whichever is smaller, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted. If multiple transfer requests exist, the system disassociates the substep from each transfer request found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more transfer requests from which to disassociate.
- Order Request If the substep has a pending order, the system decreases the quantity to be assigned to the substep by the quantity remaining to be decreased or by as much as it can, whichever is smaller. If multiple orders exist, the system decreases the quantity to be assigned to the substep on each order found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more orders from which to disassociate.
- Assignment If the substep has an assignment, the system takes the following action:
 - Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity remaining to be decreased.
 - Records an Unassignment material inventory transaction. If multiple assignments
 exist, the system creates an Unassignment material inventory transaction for each
 assignment that was decreased. If the inventory item is non-central office
 equipment and ordered direct to code, the Unassignment transaction is marked to
 be sent to Asset Management; otherwise it is marked as not to be sent to Asset
 Management.

Disassociation occurs first from the transfers, then from the orders, and then from the assignments until the decrease in quantity has been satisfied or there are no more orders, transfers, or assignments from which to disassociate, whichever comes first.

After all order, transfers, and assignments have been disassociated, the system adjusts the substep's material status to the appropriate value as follows:

- If the quantity assigned to the substep is equal to the substep's new order quantity, its material status is set to "received".
- If a pending order exists for the substep, its material status is set to "ordered".
- If an unapproved pending transfer exists for the substep, its material status is set to "transfer requested".
- If an approved pending transfer exists for the substep, its material status is set to "transferred".

If the entire decrease is taken from the substep's remaining needed quantity (remaining needed quantity >= decrease in quantity), disassociation is not needed and the system adjusts the substep's material status to the appropriate value as follows:

- If the substep's remaining needed quantity is still greater than zero, its material status is set to "needed".
- If the quantity assigned to the substep is equal to the substep's new order quantity, its material status is set to "received".
- If a pending order exists for the substep, its material status is set to "ordered".
- If an unapproved pending transfer exists for the substep, its material status is set to "transfer requested".
- If an approved pending transfer exists for the substep, its material status is set to "transferred".

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO decreases the substep's order quantity.

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PROCURED STATUS

If the material needed on a substep has been procured, there is no quantity still to be satisfied on the substep. If that is the case, the system decreases the quantity to be assigned from any pending orders or transfers and decreases the quantity that may be already assigned to the substep by difference between the old order quantity and the new order quantity as follows:

- Transfer Request If the substep has a pending transfer, the action taken by the system depends on whether or not the transfer request has been approved.
 - Unapproved If the transfer request has not been approved, the substep is disassociated from the transfer request by the quantity remaining to be decreased or by as much as it can, whichever is smaller. If the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed. If multiple transfer requests exist, the system disassociates the substep from each transfer request found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more transfer requests from which to disassociate.
 - Approved If the transfer request has been approved, the substep is
 disassociated from the transfer request, but the transfer request is not deleted
 because the inventory item has been transferred and may have been shipped. The
 transfer request must remain in existence so that the inventory item may be
 receipted. If multiple transfer requests exist, the system disassociates the substep
 from each transfer request found by the quantity remaining to be decreased until
 the decrease in quantity has been satisfied or there are no more transfer requests
 from which to disassociate.
- Order Request If the substep has a pending order, the system decreases the quantity to be assigned to the substep by the quantity remaining to be decreased or by as much as it can, whichever is smaller. If multiple orders exist, the system decreases the quantity to be assigned to the substep on each order found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more orders from which to disassociate.

- Assignment If the substep has an assignment, the system takes the following action:
 - Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity remaining to be decreased.
 - Records an Unassignment material inventory transaction. If multiple assignments
 exist, the system creates an Unassignment material inventory transaction for each
 assignment that was decreased. If the inventory item is non-central office
 equipment and ordered direct to code, the Unassignment transaction is marked to
 be sent to Asset Management; otherwise it is marked as not to be sent to Asset
 Management.

Disassociation occurs first from the transfers, then from the orders, and then from the assignments until the decrease in quantity has been satisfied or there are no more orders, transfers, or assignments from which to disassociate, whichever comes first.

After all orders, transfers, and assignments have been disassociated, the system adjusts the substep's material status to the appropriate value as follows:

- If the quantity assigned to the substep is equal to the substep's new order quantity, its material status is set to "received".
- If a pending order exists for the substep, its material status is set to "ordered".
- If an unapproved pending transfer exists for the substep, its material status is set to "transfer requested".
- If an approved pending transfer exists for the substep, its material status is set to "transferred".

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO decreases the substep's order quantity.

RECEIVED STATUS

If the material needed on a substep has already been received, the system decreases the quantity assigned to the substep as follows:

- Decreases the associated inventory item's assigned balance and increases its
 unassigned balance by the difference between the old order quantity and the new
 order quantity.
- Records an Unassignment material inventory transaction. If multiple assignments
 exist, the system creates an Unassignment material inventory transaction for each
 assignment that was decreased. If the inventory item is non-central office
 equipment and ordered direct to code, the Unassignment transaction is marked to
 be sent to Asset Management; otherwise it is marked as not to be sent to Asset
 Management.

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO decreases the substep's order quantity.

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INTRODUCTION

The purpose of MATERIALS MANAGEMENT Business Solution Area IV is to gain consensus on how material requirements are handled when the JOBENTRY-EWO application makes the following changes to a job or substep¹.

- Deletes or cancels a substep
- Cancels a job
- Changes the material required, custom feature required, or the quantity of material required on the substep

MATERIALS MANAGEMENT uses the following functions to respond to a job or substep change.

- Disassociate the material request from the substep
- Decrease the quantity to be assigned to the substep
- Unassign the material from the substep

When a change is made to a job or a substep requiring material, JOBENTRY-EWO checks the material status of the substep and calls the appropriate MATERIALS MANAGEMENT function based on that status. If the substep has a material status of "unnecessary", "needed", or "disbursed", no call is made, since material is not needed, has not been assigned or procured, or the substep is complete.

A substep can have one of the following status:

- Unnecessary The substep requires no material.
- Needed The material required on the substep has not yet been procured.
- Ordered The material required on the substep has been ordered.
- **Shipped** The material required on the substep has been shipped.
- **Transfer Requested** The material required on the substep has been requested for transfer.
- Transferred The material required on the substep has been transferred.
- **Received** The material required on the substep has been received and assigned to the substep.
- **Disbursed** The material required on the substep has been reported and the substep is complete.

For the purposes of this document, "procured" includes the following material statuses: Ordered, Shipped, Transfer Requested, and Transferred.

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A substep is a breakdown of the work required on a job step.

DELETING/CANCELLING A SUBSTEP

A substep may be deleted/cancelled when an engineer makes a revision to an approved job and the substep is no longer required². Before the substep can be deleted/cancelled, any material that has already been procured or assigned to the substep must be handled.

PROCURED STATUS

If the material needed on a substep has already been procured, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to <u>disassociate</u> the material request from the substep. This function expects the identifier of the substep to be passed to it. Disassociating the substep from its material request will mean that any material ordered or transferred for that substep will be received into inventory as unassigned material upon delivery.

The action the system takes to disassociate the substep from its material request depends on whether the request for material was made via an order or a transfer.

- Order Request If the request was made via an order, the system changes the quantity to be assigned to the substep to zero.
- Transfer Request If the request was made via a transfer, the action taken by the system depends on whether or not the transfer request has been approved.
 - Unapproved If the transfer request has not been approved, the substep is disassociated from the transfer request and, if the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed.
 - Approved If the transfer request has been approved, the substep is disassociated from the transfer request, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted.

A flag of success or failure is returned to the calling application. If there are no material requests to be disassociated, a flag of success is still returned to the calling application. If the substep is successfully disassociated, JOBENTRY-EWO deletes/cancels the substep.

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² Jobentry-EWO makes a distinction between when a substep is cancelled as opposed to being deleted. Materials Management makes no such distinction and the same function is called regardless.

RECEIVED STATUS

If the material needed on a substep has already been received, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to <u>unassign</u> the material from the substep. This function expects both the identifier of the substep and a quantity to be unassigned to be passed to it. Since the substep is going to be deleted/cancelled, the quantity to be unassigned is equal to the substep's order quantity³. Unassigning the material from the substep means that the material is no longer reserved for use on that substep.

The system unassigns the inventory item from the substep as follows:

- Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity assigned to the substep.
- Records an Unassignment material inventory transaction. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.
- Recalculates the remaining needed quantity on the substep from which the inventory item was unassigned, and if it is greater than zero, puts the requirement back in a "needed" status.

A flag of success or failure is returned to the calling application. If there are no unassignments to be made, a flag of success is still returned to the calling application. If the material is successfully unassigned from the substep, JOBENTRY-EWO deletes/cancels the substep.

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³ A substep's order quantity is the quantity required to do the work on the substep. If cable is required, the order quantity usually includes extra footage to account for any splice loss that may be incurred while placing the cable.

CANCELING A JOB

A job may be canceled through the JOBENTRY-EWO application because of budget reasons, etc. Before the job can be canceled, material that has already been procured or assigned to <u>each</u> substep within that job must be handled.

PROCURED STATUS

If the material needed on a substep has already been procured, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to <u>disassociate</u> the material request from each substep within that job that has procured material. This function expects the identifier of the substep to be passed to it. Disassociating the substep from its material request will mean that any material ordered or transferred for that substep will be received into inventory as unassigned material upon delivery.

The action the system takes to disassociate the substep from its material request depends on whether the request for material was made via an order or a transfer.

- Order Request If the request was made via an order, the system changes the quantity to be assigned to the substep to zero.
- Transfer Request If the request was made via a transfer, the action taken by the system depends on whether or not the transfer request has been approved.
 - Unapproved If the transfer request has not been approved, the substep is disassociated from the transfer request and, if the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed.
 - Approved If the transfer request has been approved, the substep is disassociated from the transfer request, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted.

A flag of success or failure is returned to the calling application. If there are no material requests to be disassociated, a flag of success is still returned to the calling application. If the substep is successfully disassociated, JOBENTRY-EWO deletes/cancels the substep. If all substeps are successfully disassociated, JOBENTRY-EWO cancels the job.

RECEIVED STATUS

If the material needed on a substep has already been received, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to <u>unassign</u> the material from each substep within that job that has material assigned to it. This function expects both the identifier of the substep and a quantity to be unassigned to be passed to it. Since the substep is going to be deleted/cancelled, the quantity to be unassigned is equal to the substep's order quantity. Unassigning the material from the substep means that the material is no longer reserved for use on that substep.

The system unassigns the inventory item from the substep as follows:

- Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity assigned to the substep.
- Records an Unassignment material inventory transaction. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.
- Recalculates the remaining needed quantity on the substep from which the inventory item was unassigned, and if it is greater than zero, puts the requirement back in a "needed" status.

A flag of success or failure is returned to the calling application. If there are no unassignments to be made, a flag of success is still returned to the calling application. If the material is successfully unassigned from the substep, JOBENTRY-EWO deletes/cancels the substep. If the material is successfully unassigned from all substeps, JOBENTRY-EWO cancels the job.

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CHANGING A MATERIAL REQUIREMENT FOR A SUBSTEP

A change in a material requirement for a job substep can occur for the following reasons.

- A different material description is required.
- A custom feature of the material is changed.
- The required quantity changes.

PROCURED STATUS

Decrease in the Quantity Required

For a decrease in the quantity required, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to decrease the quantity that should be assigned to the substep once the item is received into inventory. This function expects both the identifier of the substep and the quantity that is no longer needed to be passed to it. Since the required quantity is going to be decreased, this quantity is equal to the difference between the old quantity and the new quantity.

The action the system takes to decrease the quantity to be assigned to the substep depends on whether the request for material was made via an order or a transfer.

- **Order Request** If the request was made via an order, the system decreases the quantity to be assigned to the substep by the quantity no longer needed.
- **Transfer Request** If the request was made via a transfer, the action taken by the system depends on whether or not the transfer request has been approved.
 - **Unapproved** If the transfer request has not been approved, the quantity to be assigned to the substep is decreased by the quantity no longer needed. If the quantity to be assigned is reduced to zero, the substep is disassociated from the transfer request and, if the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed.
 - **Approved** If the transfer request has been approved, quantity to be assigned to the substep is decreased by the quantity no longer needed, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted.

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A flag of success or failure is returned to the calling application. If the quantity to be assigned is reduced successfully, JOBENTRY-EWO decreases the substep's order quantity.

Increase in the Quantity Required

For an increase in the quantity required, JOBENTRY-EWO does not call a MATERIALS MANAGEMENT function. JOBENTRY-EWO makes the needed adjustments itself as follows:

- Increases the substep's order quantity by the additional quantity needed.
- Calculates the remaining quantity needed on the substep (new qty old qty).
- Changes the material status of the substep back to "needed".

The additional material may be procured using the methods described in Business Solutions I and II (BS10VER.DOC and BS20VER.DOC).

Change in Material Description or Custom Feature

For a change in material description or custom feature, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to disassociate the material request from the substep. This function expects the identifier of the substep to be passed to it. Disassociating the substep from its material request will mean that any material ordered or transferred for that substep will be received into inventory as unassigned material upon delivery.

The action the system takes to disassociate the substep from its material request depends on whether the request for material was made via an order or a transfer.

- Order Request If the request was made via an order, the system changes the quantity to be assigned to the substep to zero.
- Transfer Request If the request was made via a transfer, the action taken by the system depends on whether or not the transfer request has been approved.
 - Unapproved If the transfer request has not been approved, the substep is disassociated from the transfer request and, if the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed.

K0XC01_.DOC Revised 09/10/98 4:36 PM • **Approved** - If the transfer request has been approved, the substep is disassociated from the transfer request, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted.

A flag of success or failure is returned to the calling application. If there are no material requests to be disassociated, a flag of success is still returned to the calling application. If the substep is successfully disassociated, JOBENTRY-EWO takes the following action:

- Changes the material description required on the substep to the new material description or makes a change to the custom feature required.
- Sets the remaining quantity needed on the substep back to its order quantity.
- Changes the material status of the substep back to "needed".

The new material may be procured using the methods described in Business Solutions I and II (BS10VER.DOC and BS20VER.DOC).

RECEIVED STATUS

Decrease in the Quantity Required

For a decrease in the quantity required, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to <u>unassign</u> the material quantity no longer needed on that substep. This function expects both the identifier of the substep and a quantity to be unassigned to be passed to it. Since the required quantity is going to be decreased, this quantity is equal to the difference between the old quantity and the new quantity. Unassigning the material from the substep means that the material is no longer reserved for use on that substep.

The system unassigns the inventory item from the substep as follows:

- Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity to be unassigned.
- Records an Unassignment material inventory transaction. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.
- Recalculates the remaining needed quantity on the substep from which the inventory item was unassigned, and if it is greater than zero, puts the requirement back in a "needed" status.

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A flag of success or failure is returned to the calling application. If the material is successfully unassigned from the substep, JOBENTRY-EWO decreases the substep's order quantity.

Increase in the Quantity Required

For an increase in the quantity required, JOBENTRY-EWO does not call a MATERIALS MANAGEMENT function. JOBENTRY-EWO makes the needed adjustments itself as follows:

- Increases the substep's order quantity by the additional quantity needed.
- Calculates the remaining quantity needed on the substep (new qty old qty).
- Changes the material status of the substep back to "needed".

The additional material may be procured using the methods described in Business Solutions I and II (BS10VER.DOC and BS20VER.DOC).

Change in Material Description or Custom Feature

If the description of the material required changes or a custom feature changes, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to unassign the material from the substep. This function expects both the identifier of the substep and a quantity to be unassigned to be passed to it. Since the material needed on the substep or a custom feature is changing, the quantity to be unassigned is equal to the substep's order quantity. Unassigning the material from the substep means that the material is no longer reserved for use on that substep.

The system unassigns the inventory item from the substep as follows:

- Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity assigned to the substep.
- Records an Unassignment material inventory transaction. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.
- Recalculates the remaining needed quantity on the substep from which the inventory item was unassigned, and if it is greater than zero, puts the requirement back in a "needed" status.

K0XC01_.DOC Revised 09/10/98 4:36 PM A flag of success or failure is returned to the calling application. If there are no unassignments to be made, a flag of success is still returned to the calling application. If the material is successfully unassigned from the substep, JOBENTRY-EWO takes the following action:

- Changes the material description required on the substep to the new material description or makes a change to the custom feature required.
- Sets the remaining quantity needed on the substep back to its order quantity.
- Changes the material status of the substep back to "needed".

The new material may be procured using the methods described in Business Solutions I and II (BS10VER.DOC and BS20VER.DOC).

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INVESTMENT MANAGEMENT REPORT

The Investment Management Report (IMR) provides an index which measures how efficient inventory is managed. The index describes how much inventory was owned over a given period of time and how much it cost the company to own that inventory. The report may be requested by any OSPCM user that has access to the Management Reports application.

To request the Investment Management Report, provide the following information:

- Location The state, CMC, or inventory site on which to report. You may print the report for any of the nine states in the BellSouth region, any CMC, or any inventory site. Location must be specified. The following business rules are observed depending on the location specified:
 - State The investment records for the specified state are listed on the report.
 - CMC The investment records the specified CMC are listed on the report.
 - **Inventory Site** The investment records for the specified inventory site are listed on the report.
- Type of Material The type of material on which to report. You may choose to print one or more types. Each type selected becomes a separate section of the report. If not specified, every type of material is reported in the order specified below. Valid choices are:
 - Copper Cable This section of report contains information on the copper and coax cable investment for the specified state, CMC, or inventory site.
 - Fiber Cable This section of the report contains information on the fiber cable investment for the specified state, CMC, or inventory site.
 - All Cable This section of the report contains information on the cable (copper, coax, and fiber) investment for the specified state, CMC, or inventory site.
 - Circuit Equipment This section of the report contains information on the circuit equipment investment for the specified state, CMC, or inventory site.
 - Miscellaneous This section of the report contains information on the non-cable investment (serialized and non-serialized) for the specified state, CMC, or inventory site excluding direct to code inventory and circuit equipment since each of these are reported in a section of its own.
 - **Direct To Code** This section of the report contains information on the direct to code investment for the specified state, CMC, or inventory site excluding circuit equipment since it has a section of its own. Inventory ordered directly to the in-service code (e.g., 22C) is reported here.
 - All This section of the report contains information on the entire investment for the specified state, CMC, or inventory site excluding direct to code inventory and circuit equipment. "ALL" represents the entire investment held in the 12201100 account.

The first part of the report contains information concerning investment.

- Tot. Investment The total investment that the company has in inventory at the specified state, CMC, or inventory site. It is the sum value of the current inventory and of all material disbursed or moved from that location (in dollars). "Moved" inventory is inventory that has been returned, junked, deleted (i.e., write off), transferred out and received, or reclassified as exempt material.
- Carry Cost The cost to the company for holding material in inventory. It is equal to (the percentage carrying cost per year divided by number of days in the year) times (the dollars inventoried times the age of that inventory) plus the sum of the following¹:
 - The dollars disbursed times the age of the inventory before it was disbursed.
 - The dollars transferred and received times the age of the inventory before it was received.
 - The dollars deleted (i.e., write off) times the age of the inventory before it was deleted.
 - The dollars returned times the age of the inventory before it was returned.
 - The dollars junked times the age of the inventory before it was junked.
 - The dollars reclassified as exempt times the age of the inventory before it was reclassified.
- Investment Index The calculated indicator which measures how efficiently cable, serialized apparatus, and non-serialized apparatus is managed. It is equal to the total investment divided by the carrying cost.

The second part of the report contains information about the dollars in inventory and the dollars involved in various transactions affecting the inventory balance.

- Inventory The dollar value of the end of the month inventory or the current inventory for the current month for the specified state, CMC, or inventory site.
- Transfer Out The dollar value of all inventory transferred out of the specified state, CMC, or inventory site during the month. It is calculated based on the total value of Transfer Receipt and Transfer Receipt Reversal transactions that have occurred during the month. Only inventory that has been receipted in the location to which it was transferred is recorded as being transferred out. Inventory still in an in-transit status is recorded as part of your current inventory.

¹ The percentage carrying cost per year is currently set at 25% and the number of days in the year is set to 365.

- Placed The dollar value of all inventory disbursed during the month from the specified state, CMC, or inventory site. This value represents the dollars used from inventory, it does not include the dollars junked as a result of a disbursement. It is calculated based on the total value of Disbursement and Disbursement Reversal transactions that have occurred during the month.
- Returned The dollar value of all inventory returned to a BST warehouse or to an outside vendor during the month for the specified state, CMC, or inventory site. It is calculated based on the total value of Return transactions that have occurred during the month.
- Junked- The dollar value of all inventory junked (manually or auto-junked) during the month for the specified state, CMC, or inventory site. It is calculated based on the total value of Junk transactions that have occurred during the month.
- Added The dollar value of all inventory added during the month for the specified state, CMC, or inventory site. It is calculated based on the total value of Inventory Addition, Recover from Junk, Remove to Good, Remove to Good Reversal, and Reclassify from Exempt transactions that have occurred during the month.
- **Deleted** The dollar value of all inventory deleted during the month for the specified state, CMC, or inventory site. It is calculated based on the total value of Inventory Deletion transactions that have occurred during the month.
- Exempted The dollar value of all inventory reclassified as exempt material during the month for the specified state, CMC, or inventory site. It is calculated based on the total value of Reclassify to Exempt transactions that have occurred during the month.
- Receipted The dollar value of all ordered or transferred material receipted into inventory during the month for the specified state, CMC, or inventory site. It is calculated based on the total value of Order Receipt, Order Receipt Reversal, Transfer Receipt, and Transfer Receipt Reversal transactions that have occurred during the month.
- Ratio Plc/Rct The ratio of the dollars placed to the dollars receipted during the month for the specified state, CMC, or inventory site. It is calculated by dividing the dollars placed by the dollars receipted during the month.
- Days Stock The number of days material is held in stock at the specified state, CMC, or inventory site. It is calculated by dividing the dollars inventoried by the average daily placement. The Average daily placement is calculated by dividing the dollars placed by the number days in the month including weekends.

The third part of the report contains information about inventory that is currently over x number of days.

- Xdays The number of days "x" represents. This value is set at 30 days.
- Inv > Xdays The dollar value of all material currently in inventory older than x number of days.
- %Inv > Xdays The percentage of all material currently in inventory older than x number of days. It is calculated by dividing the dollar value of the inventory older than x number of days by the total dollar value of the inventory.
- Carry Cost The cost to the company for holding material in inventory over x number of days. It is calculated as described earlier, but only the dollars in inventory over x number of days is used as the value for the dollars inventoried.

The fourth part of the report contains information about inventory that is currently over y number of days.

- Ydays The number of days "y" represents. This value is set at 60 days.
- Inv > Ydays The dollar value of all material currently in inventory older than x number of days.
- %Inv > Ydays The percentage of all material currently in inventory older than y number of days. It is calculated by dividing the dollar value of the inventory older than y number of days by the total dollar value of the inventory.
- Carry Cost The cost to the company for holding material in inventory over y number of
 days. It is calculated as described earlier, but only the dollars in inventory over y number
 of days is used as the value for the dollars inventoried.

The fifth part of the report contains information about the million conductor feet (MCF) of copper cable or fiber kilofeet (FKF) of fiber cable that is currently in inventory and involved in various transactions affecting the inventory balance. This portion of the report is blank if reporting on all cable or non-cable.

- Cable Units The cable units reported. This value is "MCF" if reporting on copper cable, "FKF" if reporting on fiber cable, or N/A if not reporting on cable.
- Inv Units The MCF of copper cable or FKF of fiber cable at the end of the month inventory or the MCF of copper cable or FKF of fiber cable in the current inventory for the current month.

- Transfer Out The MCF of copper cable or FKF of fiber cable transferred out of the specified state, CMC, or inventory site during the month. It is calculated based on the total number of units on the Transfer Receipt and Transfer Receipt Reversal transactions that have occurred during the month. Only inventory that has been receipted in the location to which it was transferred is recorded as being transferred out. Inventory still in an in-transit status is recorded as part of your current inventory.
- Placed The MCF of copper cable or FKF of fiber cable disbursed during the month for the specified state, CMC, or inventory site. This value represents the MCF or FKF used from inventory, it does not include the MCF or FKF junked as a result of a disbursement. It is calculated based on the total number of units on the Disbursement and Disbursement Reversal transactions that have occurred during the month.
- **Returned** The MCF of copper cable or FKF of fiber cable returned to a BST warehouse or to an outside vendor during the month for the specified state, CMC, or inventory site. It is calculated based on the total number of units on the Return transactions that have occurred during the month.
- **Junked** The MCF of copper cable or FKF of fiber cable junked (manually or autojunked) during the month for the specified state, CMC, or inventory site. It is calculated based on the total number of units on the Junk transactions that have occurred during the month.
- Added The MCF of copper cable or FKF of fiber cable added to inventory during the
 month for the specified state, CMC, or inventory site. It is calculated based on the total
 number of units on the Inventory Addition, Recover from Junk, Remove to Good,
 Remove to Good Reversal, and Reclassify from Exempt transactions that have occurred
 during the month.
- **Deleted** The MCF of copper cable or FKF of fiber cable deleted from inventory during the month for the specified state, CMC, or inventory site. It is calculated based on the total number of units on the Inventory Deletion transactions that have occurred during the month.
- Exempted The MCF of copper cable or FKF of fiber cable reclassified as exempt material during the month for the specified state, CMC, or inventory site. It is calculated based on the total number of units on the Reclassify to Exempt transactions that have occurred during the month.
- Receipted The MCF of copper cable or FKF of fiber cable receipted into inventory via
 an order or transfer during the month for the specified state, CMC, or inventory site. It is
 calculated based on the total number of units on the Order Receipt, Order Receipt
 Reversal, Transfer Receipt, and Transfer Receipt Reversal transactions that have occurred
 during the month.

• Ratio Plc/Rct - The ratio of the MCF of copper cable or FKF of fiber cable placed to the MCF of copper cable or FKF of fiber cable receipted during the month for the specified state, CMC, or inventory site. It is calculated by dividing the MCF of copper cable placed by the MCF of copper cable receipted during the month or by dividing the FKF of fiber cable placed by the FKF of fiber cable receipted during the month

The sixth part of the report contains information concerning the dollars, MCF, and FKF involved in various transactions affecting the inventory balance year to date as well as for the last 3 months.

- Material Transferred Out The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all inventory transferred out of the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated.
- Material Placed The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all inventory disbursed from the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated.
- Material Returned The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all inventory returned from the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated.
- Material Junked The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all inventory junked (manually and auto-junked) from the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated.
- Material Added The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all material added to inventory in the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated.
- Material Deleted Added The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all material deleted from inventory in the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated.

- Material Exempted Added The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all inventory reclassified as exempt material in the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated.
- Material Receipted The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all material receipted into inventory via an order or transfer in the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated.
- Ratio Matl Placed/Receipted The ratio of the dollars, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) placed to the dollars, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) receipted year to date and for the last three months in the specified state, CMC, or inventory site. If reporting on all cable, both MCF and FKF is calculated.
- Avg Daily Placement The average daily placement of inventory from the specified state, CMC, or inventory site. This value is calculated year to date and for the last 3 months in dollars, MCF (if reporting on copper cable), and FKF (if fiber cable reported). If reporting on all cable, both MCF and FKF is calculated.
- Days Stock on Hand The number of days material is held in stock at the specified state, CMC, or inventory site. This value is calculated year to date and for the last 3 months in dollars, MCF (if copper cable reported), and FKF (if reporting on fiber cable). If reporting on all cable, both MCF and FKF is calculated.

The following business rules are observed when creating the Investment Management Report:

- Investment is stored at the inventory site level and summed together when reporting at the state or CMC level.
- Investment is calculated on a daily basis rather than a "real-time" basis. In other words, you will get the same results whether you request the IMR at 11:00AM or at 3:00PM on the same day. Investment is re-calculated each evening after midnight.
- The majority of the investment is reported month to date with a column of data for each month reported. Once the end of the month is reached, the investment calculated for that month remains static. If you request the IMR on January 12, you receive the investment from January 1 through January 11. If you request the IMR on March 15, you receive the investment for the months of January and February along with the investment for March 1 through March 14.
- The report period MM/DD/YYYY through MM/DD/YYYY and the number of days in the report period are printed in the heading of the report.
- MCF equals (2 times pair size times footage) divided by 1,000,000.

- FKF equals (fiber count times footage) divided by 1,000.
- The age of an inventory item is calculated by subtracting the current date from the date the inventory item was receipted into inventory.
- Investment is not tracked for warehouse sites nor for Refurbished Central Office Equipment (RCOE) sites.
- Inventory items marked for emergency use or joint use are not tracked on the Investment Management Report.

A sample report layout is shown on the following page.

| MP-10309 By: John Doe, jdjdjjj Date: 11/10/1995 12:00:00 AM Job: REMINVEG | 11) 20:00 AM | | | | INVASTMENT MANAGEMENT REPORT REPORT PERIOD MA/DD/YYYY NUMBER OF DAYS IN PERIOD: XXX | MENT REPORT DD/YYXY THRU MM, PERIOD: XXX | DD/YYYY | | | | Page: STATE: CMC: INV SITE: GROUP: | 1 TN XNVL SVVL : |
|--|--|--|--|--|---|---|--|--|--|--|--|--|
| TOT. INVEST CARRY COST INVEST IND | JAN XXXXXXXXX XXXXXXXXX XXX XX | FEB XXXXXXXXX XXXXXXXXX XXXXXXXX | MAR XXXXXXXXX XXXXXXXXX XXX.XX | APR XXXXXXXXX XXXXXXXXX XXX.XXX | MAY | JUN XXXXXXXXX XXXXXXXXX XXX XXX | JUL | AUG XXXXXXXXX XXXXXXXXX XXXXXXXXX | SEP XXXXXXXX XXXXXXXX XXX XXX | OCT XXXXXXXXX XXXXXXXXXX XXX . XX | NOV XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | DBC XXXXXXXXXXX XXXXXXXXXXX XXX.XX |
| INVENTORY TRANSFER OUT PLACED RETURED ADDED DELETED EXEMPTED RECEIPTED RATIO PLC/RCT DAYS STOCK | XXXXXXXXX XXXXXXXXX XXXXXXXXXX XXXXXXXX | XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXX | XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXX | XXXXXXXXX XXXXXXXXX XXXXXXXXXX XXXXXXXX | XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXX | XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXX | XXXXXXXXX XXXXXXXXX XXXXXXXXXX XXXXXX | XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXX | XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXX | XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXX | XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXX | XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXX |
| XDAYS INV > XDAYS %INV > XDAYS CARRY COST | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXX XXX.XX XXXXXXXXX | XXXXXXXXX XXX.XX XXXXXXXXX | XXXXXXXXX XX · XX XXXXXXXXXX | XXXXXXXXX XXX XXX XXX | XXXXXXXXXX XXX.XX XXXXXXXXX | XXXXXXXXX XXX XXX XXX XXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXX XXX.XX XXXXXXXXX | XXXXXXXXX XXX XXX XXX XXXXXXXXX | XXXXXXXXXXX XXX XXX XXX XXXXXXXXXX | XXXXXXXXX XXX.XX |
| YDAYS INV > YDAYS %INV > YDAYS CARRY COST | XXXXXXXXX XXX XXX XXX XXXXXXXXXX | XXXXXXXXX XXX. XX XXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | ************************************** | XXXXXXXX XXX XXX XXX XXX XXX XXXXXXXXXX | XXXXXXXXXX XXX XXX XXX XXXXXXXXXX | XXXXXXXXX XXX XXX XXXXXXXXX | XXXXXXXXX XXX XXX XXX XXX XXX XXX XXX X | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | ************************************** | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXX XXX XXX XXX XXX XXX XXX XXX X |
| CABLE UNITS INV UNITS PLANSFER OUT PLACED RETURNED JUNKED DEBED DEBLETED EXEMPTED RECEIPTED RATIO PLC/RCT | XXX XXXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXX | XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXX | XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXX | XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXX | XXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXX | XX.XXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXX | XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXX | KXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXXX | XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXX | XXXXXXXXX XXXXXXXXX XXXXXXXXX XXXXXXXX | XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXX | XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXX |
| MATERIAL TRANSPERRED OUT MATERIAL PLACED MATERIAL SETURNED MATERIAL JUNKED MATERIAL ADDED MATERIAL ADEED MATERIAL ELETED MATERIAL ELETED MATERIAL ERCERIPTED MATERIAL RECERPTED MATERIAL SECRIPTED MATERIAL PRACEMENT DAYS STOCK ON HAND | J. PTED | | DOLLARS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | YEAR CKKL.XX CKKL.XX CKKL.XX CKKL.XX CKXL.XX | MCF XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | TOTAL XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | PIBER XXXXXXXX XXX XXXXXXXX XXX XXXXXXX XXX XXXXXX | DOLÍARS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | | LAST 3 MONTHS MCF XXXXXXXX XXX XXXXXXXX XXX XXXXXXXX XXX XXXXXX | TOTAL PIBER XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXX | TIBER XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |

*** END OF REPORT ***

BELLSOUTH OSPCM

ISSUE SUMMARY REPORT

An Issue Summary Report contains information about issued material. The report is used to print a list of inventory items that have been taken from the inventory site to the job site. The report may be requested by any OSPCM user that has access to the Management Reports application. To request an Issue Summary Report, provide the following information:

- Location The state, CMC, or inventory site on which to report. You may print the report for any of the nine states in the BellSouth region, any CMC, or any inventory site. Location must be specified. The following business rules are observed depending on the location specified:
 - State All inventory items issued in the specified state are listed on the report. A page break occurs for each CMC in the specified state (sorted alphabetically).
 - CMC All inventory items issued in the specified CMC are listed on the report. A page break occurs for each inventory site in the specified CMC (sorted alphabetically).
 - **Inventory Site** All inventory items issued in the specified inventory site are listed on the report.

Every open issue in the specified state, CMC, or inventory site is listed on the report and the following information is printed:

- Inventory Site The name of the inventory site from which the material was issued.
- **Issued Date** The date the material was issued.
- Job Number The job authority for which the material was issued.
- Resource ID The resource ID responsible for the work for which the material was issued. If the inventory item was issued for multiple substeps, the resource id assigned to each substep and its job number is printed on the report.
- Material Description The description of the material issued.
- **Serial Number** The serial number of the inventory item is serialized material).
- Quantity The quantity currently issued.
- Picked Up By The identifier (name or initials) of the person to whom the material was issued.
- In Jeopardy? An asterisk (*) here indicates that the material has been issued longer than expected and is in jeopardy of not being used or returned within x number of days. The number of days before issued material is considered "in jeopardy" is set by each CMC.

The report is sorted in ascending order by inventory site, issue date, job number, and resource

SAMPLE REPORT LAYOUT

MP-10305

Karin Olinger, YJLGRQD

By: Date: 08/20/1995 08:14:56 AM

Job:

RMMISSUM

ISSUE SUMMARY REPORT

FOR STATE: GA

Page:

CMC: LAWR

| Inventory Site | Issued Date | Job Number | Resource ID | Material Description | Serial Number | Quantity | Picked Up By | In Jeopardy? |
|----------------|----------------|------------|----------------|-------------------------|------------------|----------|--------------|-----------------|
| LRVL | 08/15/1995 | 45G003456 | KKOT | AFAW-100 | S345903411 | 200 | John Smith | * |
| | | 45G003456 | KKOT | | | | | |
| SNLV | 08/20/1995 | 45G006789 | KKOS | AFAW-200 | | 400 | MAS | |
| SNLV | 08/20/1995 | 45G006789 | KKOT | 10A1-50/30 | | 2 | MAS | |

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BellSouth OSPCM

MP-10305

Karin Olinger, YJLGRQD

By: Date:

08/20/1995 08:14:56 AM

Job:

RMMISSUM

ISSUE SUMMARY REPORT

FOR STATE: GA

Page:

2

CMC: ROME

| Inventory Site | Issued Date | Job Number | Resource ID | Material Description | Serial Number | Quantity | Picked Up By | In Jeopardy? |
|----------------|----------------|------------|----------------|-------------------------|------------------|----------|--------------|-----------------|
| LGRN | 08/16/1995 | 45G004567 | KKOT | 10B-550/30 | | 1 | KKO | * |
| LGRN | 08/16/1995 | 45G004567 | KKOT | ANAW-200 | S221189021 | 400 | KKO | * |
| ROMM | 08/18/1995 | 45G003221 | MASR | 10A1-50/30 | | 2 | Joe Jones | |

*** END OF REPORT ***

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MAJOR MATERIAL ACTIVITY REPORT

The Major Material Activity Report contains information about material inventory transactions that involve movement in and out of inventory, excluding order receipts, transfer receipts, and disbursements. The report is designed so that a manager is aware of the transaction activity that occurs within an area for which he/she is responsible. Any abnormal activity is investigated. The report may be requested by any OSPCM user that has access to the Management Reports application.

To request the Major Material Activity Report, provide the following information:

- Location The state, CMC, or inventory site on which to report. You may print the report for any of the nine states in the BellSouth region, any CMC, or any inventory site. Location must be specified. The following business rules are observed depending on the location specified:
 - State All transactions occurring in the specified state are listed on the report. A page break occurs for each CMC in the specified state (sorted alphabetically).
 - CMC All transactions occurring in the specified CMC are listed on the report. Note that there is no page break between inventory sites when requesting the report for a specific CMC.
 - **Inventory Site** All transactions occurring in the specified inventory site are listed on the report.

The report is divided into the following six sections (in the order specified):

- Material Junked This section of the report lists transactions for inventory items junked (either manually by a user or auto-junked by the system) or reclassified as exempt material. It includes transactions of type Junk and Reclassify to Exempt. This section requires a manager's or director's signature acknowledging validity of entries. The signature assures proper controls are implemented to prevent improper junks and reclassification of inventory as exempt material. This section of the report is required to be kept on file for three years.
- Inventory Record Adjustments This section of the report lists transactions for material that was added to inventory from salvage operations, recoveries from previous junkings, reclassification of exempt material as non-exempt material, and physical inventory "write on/off". It includes transactions of type Inventory Addition, Inventory Deletion, Remove to Good, Remove to Good Reversal, Recover from Junk, and Reclassify from Exempt. This section of the report should be review periodically to recognize abnormal activity.
- Material Returned to Supplier This section of the report lists transactions for inventory items that have been sent back to a warehouse or to an outside vendor. It includes transactions of type Return.

- Material Transferred Out This section of the report lists transactions for inventory items that have been transferred from one CMC to another. It includes transactions of type Transfer and Transfer Reversal. The following business rules are observed:
 - Only those transactions involving a transfer from an inventory site (as opposed to from a warehouse site) are listed on the report.
 - Only those transactions involving a transfer that has not yet been received in the TO inventory site are listed on the report.
 - Only those transactions involving a transfer out of a CMC are listed on the report (i.e., transfers between inventory sites within the same CMC are not listed).
- Order Receipt Corrections This section of the report lists transactions for order receipt
 corrections. It includes transactions of type Order Receipt Reversal. It is provided for
 management review. The volume of transactions listed will reflect the accuracy of proper
 receipting procedures and data entry.
- **Disbursement Corrections** This section of the report lists transactions for disbursement corrections. It includes transactions of type Disbursement Reversal. Since all disbursement transactions are mechanically created whenever material usage is reported, numerous correction transactions may indicate a problem with Telco or contractor reporting.

Each section of the report is printed whenever this report is requested. The following information is printed on the report:

- **Tran Type** The type of transaction reported. Valid codes are:
 - "JNK" (Junk)
 - "RTE" (Reclassify to Exempt)
 - "IA" (Inventory Addition)
 - "ID" (Inventory Deletion)
 - "RM" (Remove to Good)
 - "RMR" (Remove to Good Reversal)
 - "RCJ" (Recover from Junk)
 - "RFE" (Reclassify from Exempt)
 - "RT" (Return)
 - "T" (Transfer)
 - "TRV" (Transfer Reversal)
 - "ORR" (Order Receipt Reversal)
 - "DBR" (Disbursement Reversal).
- Pair Size The pair size of the material. Populated only if the material associated with the transaction has a pair size (e.g., copper cable).
- **Fiber Count** The fiber count of the material. Populated only if the material associated with the transaction is cable and contains fiber.

- Cable Gauge The cable gauge of the material. Populated only if the material associated with the transaction is cable.
- Material Description The description of the material associated with the transaction.
- Quantity The quantity associated with the transaction (i.e., the quantity junked, the quantity added to inventory, etc.)
- Value The dollar value associated with the transaction (quantity * the average price of the material¹).
- **Serial Number** The serial number associated with the transaction (if the material is serialized).
- From Location The location from which the transaction was made. Populated when the following transactions are reported:
 - Junk
 - Reclassify to Exempt
 - Inventory Deletion
 - Remove to Good Reversal
 - Order Receipt Reversal
 - Return
 - Transfer
 - Transfer Reversal

¹ The average price of cable is per 100 feet.

- **To Location** The location to which the transaction was made. Populated when the following transactions are reported:
 - Inventory Addition
 - Remove to Good
 - Reclassify from Exempt
 - Recover from Junk
 - Return For a Return transaction, the To Location represents the warehouse or outside vendor to which the material was returned.
 - Disbursement Reversal
 - Transfer
 - Transfer Reversal
- Tran Number The system generated number of the transaction.
- Tran Date The date the transaction was created.

The following business rules are observed when creating this report:

- Transactions are reported for the previous month. For example, if the report is requested on January 12th, the report lists only those transactions that occurred during the month of December.
- Each transaction is listed as a separate line on the report.
- Each section of the report is sorted by transaction type.
- Each section of the report is printed regardless of whether or not there are transactions to report. This is done so that we have positive reporting. The message "*** No Activity to Report *** "is printed if there are no transactions to report in that section.
- Transactions involving less than 50 feet of cable are not listed on the report so that the report size is controlled.
- The Material Junked section contains a line for an approval signature and a note that indicates this section of the report must be retained for three years.
- The Inventory Record Adjustment section contains a summary of the total dollar value added to inventory and the total dollar value deleted from inventory.

SAMPLE REPORT LAYOUT

Karin Olinger, YJLGRQD 08/20/1995 08:14:56 AM RMMMAJMA MP-10306 By: H Date: 0 Job: F

MAJOR MATERIAL ACTIVITY REPORT FOR STATE : GA

Page:

MATERIAL JUNKED FROM CMC: ASHV (Includes Transactions: Junk (JNK) and Reclassify to Exempt (RTE))

| Transaction Date | 07/06/1995 | 07/11/1995 | 07/12/1995 | |
|-----------------------|---------------|------------|------------|----------|
| Transaction Number | | | | |
| To Location | | | | |
| From Location | NUWA | HNDV | HINDV | |
| Serial Number | 6021118 | LA10396 | NC40650 | |
| Value | \$77.00 | \$52.80 | \$123.00 | \$252.80 |
| Quantity | 220 | 160 | 300 | 089 |
| Material Description | AL-34W216-006 | AFAW-25 | BHAS-25 | TOTALS |
| Cable Gauge | 11 | 22 | 22 | |
| Fiber Count | 9 | | | |
| Pair Size | | 52 | 25 | |
| Tran Type | NY. | JNK | RTE | |

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MAJOR MATERIAL ACTIVITY REPORT FOR STATE : GA

Page:

Karin Olinger, YJLGRQD 08/20/1995 08:14:56 AM RMMMAJMA MP-10306 By: Date: Job: MATERIAL JUNKED FROM CMC: MACN (Includes Transactions: Junk (JNK) and Reclassify to Exempt (RTE))

| Transaction | Date | 07/31/1995 | 07/12/1995 | | |
|-------------|----------------------|------------|------------|---|---------|
| Transaction | Number | 07594877 | 07553419 | | |
| | Location | | | | |
| From | Location | GYPN | WNRB | | |
| | Serial Number | GA1110144 | NF30053 | | |
| | /alue | \$46.20 | \$20.90 | | \$67.10 |
| | Quantity V | 140 | 55 | | 195 |
| | Material Description | GFAW-25 | BKMS-25 | • | TOTALS |
| Cable | Gauge | 22 | 24 | | |
| _ | Count | • | | | |
| | Size | | | | |
| | Tran Type | NK NK | NK NK | | |

APPROVED BY:

(RETENTION PERIOD: 3 Years)

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MAJOR MATERIAL ACTIVITY REPORT FOR STATE : GA

Karin Olinger, YJLGRQD 08/20/1995 08:14:56 AM RMMMAJMA MP-10306 By: Date: Job:

INVENTORY RECORD ADJUSTMENTS FOR CMC: ASHV (Includes Transactions: Inventory Addition (IA), Inventory Deletion (ID), Remove to Good (RM), Remove to Good Reversal (RMR), Recover from Junk (RCJ), and Reclassify from Exempt (RFE))

| uo | 2661/90 | 17/1995 | 3661// | |
|-----------------------|----------|---------------|------------|------------|
| Transaction Date | 3//0 | 7//0 | 7/10 | |
| Transaction Number | 07543042 | 07589297 | 07589300 | |
| To Location | CHRY | | CHRY | |
| From Location | | CON | | |
| Serial Number | | | | |
| Value | \$1.98 | \$49758.00 | \$169.83 | \$49929.81 |
| Quantity | 63 | | ю | 19 |
| Material Description | ANAW-25 | 80EBPM1R035CW | 10B1-50/30 | TOTALS |
| Cable Gauge | 22 | | | |
| Fiber Count | | | | |
| Pair Size | 25 | | | |
| Tran Type | ΙV | Ω | RCJ | |

\$171.81 Total value added to inventory: Total value deleted from inventory:

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MAJOR MATERIAL ACTIVITY REPORT FOR STATE: GA

Karin Olinger, YJLGRQD 08/20/1995 08:14:56 AM RMMMAJMA MP-10306 By: Date: Job:

INVENTORY RECORD ADJUSTMENTS FOR CMC: MACN (Includes Transactions: Inventory Addition (IA), Inventory Deletion (ID), Remove to Good (RM), Remove to Good Reversal (RMR), Recover from Junk (RCJ), and Reclassify from Exempt (RFE))

| Transaction Date | 07/31/1995 | 07/31/1995 | 07/31/1995 | |
|-----------------------|------------|------------|------------|----------|
| Transaction Number | 07594875 | 07594877 | 07594880 | |
| To Location | WNRB | GYPN | | |
| From Location | | | GYPN | |
| | GA122045 | _ | _ | |
| Valı | \$635.20 | | | \$727.60 |
| Quantity | 08 | 140 | 140 | 360 |
| Material Description | ANMW-1200 | GFAW-25 | GFAW-25 | TOTALS |
| Cable Gauge | 24 | 22 | 22 | |
| Fiber Count | | | | |
| Pair Size | 1200 | 25 | 25 | |
| Tran Type | RFE | RM | RMR | |

Total value added to inventory: Total value deleted from inventory:

\$681.40 \$46.20

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MAJOR MATERIAL ACTIVITY REPORT FOR STATE: GA

Karin Olinger, YJLGRQD 08/20/1995 08:14:56 AM RMMMAJMA

MP-10306 By: 1 Date: (

MATERIAL RETURNED TO SUPPLIER FROM CMC: ASHV (Includes Transactions: Return (RT))

| BKMA-400 | 24 BKMA-400 | 400 24 BKMA-400 |
|----------|-------------|-----------------|
| GFAW-200 | 22 GFAW-200 | 200 22 GFAW-200 |
| TOTALS | TOTALS | |

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MAJOR MATERIAL ACTIVITY REPORT FOR STATE: GA

Karin Olinger, YJLGRQD 08/20/1995 08:14:56 AM RMMMAJMA

MP-10306 By: Date:

MATERIAL TRANSFERRED OUT FROM CMC: ASHV (Includes Transactions: Transfer (T) and Transfer Reversal (TRV))

| Transaction Date | 07/12/1995 | 07/25/1995 | 07/12/1995 | |
|-----------------------|------------|------------|------------|-----------|
| Transaction Number | 07553481 | 07582592 | 07553485 | |
| To Location | ROMM | ROMM | CON | |
| From Location | CON | CHRY | ROMM | |
| Serial Number | G11400780 | 5C10056 | G1150033 | |
| Value | \$780.00 | \$188.48 | \$780.00 | \$1748.48 |
| Quantity Valu | 400 | 9/ | 400 | 876 |
| Material Description | GFAW-200 | BKMA-400 | GFAW-200 | TOTALS |
| Cable Gauge | | | | |
| Fiber Count | | | | |
| | ار | 2 | 8 | |
| Pair Size | ≅ ' | Ą | × | |

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MAJOR MATERIAL ACTIVITY REPORT FOR STATE: GA

Karin Olinger, YJLGRQD 08/20/1995 08:14:56 AM RMMMAJMA

MP-10306 By: I Date: (

ORDER RECEIPT CORRECTIONS FOR CMC: ASHV (Includes Transactions: Order Receipt Reversal (ORR))

| Transaction | Date | 07/12/1995 | 07/25/1995 | |
|-------------|----------------------|---------------|------------|--------------|
| Transaction | Number | 07559008 | 07559200 | |
| To | Location | | | |
| From | Location | CON | CHRY | |
| | Serial Number | G1156900 | 4C10053 | |
| | Value Seri | \$487.50 | \$200.80 | 330 \$688.30 |
| | Quantity | 250 | 80 | 330 |
| | Material Description | GFAW-200 | BKMA-400 | TOTALS |
| Cable | Gauge | 22 | 24 | |
| | Count | • | | |
| Pair | Size | 82 - | 400 | |
| | Tran Type | ORR | ORR | |

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Page:

MAJOR MATERIAL ACTIVITY REPORT FOR STATE: GA

DISBURSEMENT CORRECTIONS FOR CMC: ASHV (Includes Transactions: Disbursement Reversal (DBR))

Karin Olinger, YJLGRQD 08/20/1995 08:14:56 AM RMMMAJMA

MP-10306 By: Date: Job:

| | Pair | Fiber | Cable | | | | | From | To | Transaction | Transaction |
|-----------|------|-------|-------|----------------------|----------|----------|---------------|----------|----------|-------------|-------------|
| Tran Type | Size | Count | Gauge | Material Description | Quantity | Value | Serial Number | Location | Location | Number | Date |
| DBR | 200 | | 22 | GFAW-200 | 75 | \$146.25 | G114500 | | CON | 07559020 | 07/12/1995 |
| DBR | 400 | | 24 | BKMA-400 | 100 | \$251.00 | 3C12209 | | CHRY | 07559230 | 07/25/1995 |
| | | | | | | | | | | | |
| | | | | TOTALS | 175 | \$397.25 | | | | | |

*** END OF REPORT ***

BellSouth OSPCM

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MATERIAL NOTIFICATION REPORT

The Material Notification Report contains information about the inventory items currently assigned to a job. The report is used to determine the material that is available to begin work. The report may be requested by any OSPCM user that has access to the Management Reports application. To request a Material Notification Report, provide the following information:

- **Job Number** The job authority number on which to report. Job Number is optional but if not specified, Resource ID must be specified.
- Resource ID The resource ID on which to report. Resource ID is optional but if not specified, Job Number must be specified.

The following information is printed on the report:

- Job Number The job authority to which the inventory items are assigned.
- **Resource ID** The resource ID to which the inventory items are assigned.
- **Print** The job print to which the inventory items are assigned.
- Step The job step to which the inventory items are assigned.
- Material Description The material description of the assigned inventory item.
- Quantity Required The quantity required for a unique material description on this step.
- Quantity Assigned The quantity currently assigned to satisfy a requirement on this step.
- **Serial Number** The serial number of the inventory item (if the inventory item is serialized material).
- Reel Type The reel size that the material is stored on (if the material is cable).
- Custom Features? An asterisk (*) here indicates that the inventory item has custom features (e.g., pulling eye, modular connection, etc.)
- Inventory Site The name of the inventory site responsible for the inventory item.
- **Bin Loc** The bin location of the inventory item at the inventory site. Bin Loc may be blank if the inventory site is not using bin locations.
- **Physical Location** The physical location of the inventory item. Values are: "INV" (at the inventory site); "ALT" (at an alternate storage location); "ISS" (issued).
- Assigned Date The date the inventory item was assigned to the job.

The following business rules are observed when creating the Material Notification Report:

- If a job number is specified without a resource ID, a report of all material assigned to the specified job, regardless of resource ID, is printed and the report breaks on resource ID.
- If a resource ID is specified without a job number, a report of all material assigned to the specified resource ID, regardless of job, is printed and the report breaks on job number.
- If both a job number and a resource ID are specified, a report of all material assigned to the specified resource ID within the specified job is printed.
- For each unique print, step, and assigned material description within a job, a separate detail line is printed for each assignment. For example,
 - Each serialized inventory item assigned to satisfy a material requirement on a step is shown on a separate line of the report.
 - Each non-serialized inventory item assigned to satisfy a material requirement on a step that is located in a different place (bin loc or physical location) is shown on a separate line of the report.
- Within a job, the report is sorted by print and step.

SAMPLE REPORT LAYOUT

| MP-10307 | 307 | | MATERIAL NOTIFICATION REPORT |
|----------|--------------|------------------------|------------------------------|
| By: | Karin Olinge | Karin Olinger, YJLGRQD | FOR JOB NUMBER: 45G003456 |
| Date: | 08/20/1995 | 08/20/1995 08:14:56 AM | FOR RESOURCE ID: KKOT |
| Job: | RMMMANOT | Ę. | |

Page:

| Assigned Date | 08/15/1995 | 08/15/1995 | 08/14/1995 | 08/14/1995 | 08/19/1995 | 08/20/1995 |
|-------------------------|------------|------------|------------|------------|------------|------------|
| Physical Location | NV | N N | ISS | ALT | N. | NV |
| Bin Loc | 45G | 45H | 55F | | 602 | 909 |
| Inventory Site | SNLV | SNLV | SNLV | SNLV | SNLV | SNLV |
| Custom Features? | | | * | | | |
| Reel Type | 415 | 415 | 420 | | | |
| Serial Number | G468902 | G560092 | . GG009321 | | | |
| Quantity Assigned | 200 | 200 | 400 | 2 | 2 | 1 |
| Quantity Required | 1000 | | 400 | 3 | e | |
| Material Description | | | AFAW-200 | 10A1-50/30 | 10B1-50/30 | |
| Step | _ | | _ | 5 | 3 | |
| Print | 1 | | - | _ | 2 | |

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*** END OF REPORT ***

ORDER REPORTS

An Order report contains information about orders having a specified status. The report may be requested by any OSPCM user that has access to the Management Reports application. To request an Order report, provide the following information:

- Location The state, CMC, or inventory site on which to report. You may print the report for any of the nine states in the BellSouth region, any CMC, or any inventory site. Location must be specified. The following business rules are observed depending on the location specified:
 - State All orders created for the specified state are listed on the report. A page break occurs for each CMC in the specified state (sorted alphabetically).
 - CMC All orders created for the specified CMC are listed on the report. A page break occurs for each inventory site in the specified CMC (sorted alphabetically).
 - Inventory Site All orders created for the specified inventory site are listed on the report.
- Status The order status on which you want to report. Valid choices are: "Ordered", "Shipped", "Received", or "Cancelled". Status must be provided.
- Date Range The date range for which orders are to be reported. Date Range is optional. If not provided, all orders for the specified location and in the specified status are listed on the report.

OPEN ORDERS

These are orders that have been placed with OrderMaster, but not yet shipped in its entirety. If you choose to report on orders in the "Ordered" status, the following business rules are observed.

- The report name is "Open Order Report" (MP-10285).
- Only orders in the "ordered" status or "backordered" status are listed on the report. An order is in the "ordered" status if at least one item within that order remains in the "ordered" status or "backordered" status. An order is in the "backordered" status only if every item within that order is "backordered".
- If an order is selected to appear on the report, every order item within that order is listed as a line on the report.
- If a date range is provided, only those orders created within the specified range are listed on the report (e.g., If a date range of 01/01/1995 01/15/1995 is provided, only those orders with a requisition date between 01/01/1995 and 01/15/1995 are reported.).
- The following information is printed on the report:
 - **Job Number** The job authority for which the material was ordered.
 - OrderMaster Number The number assigned by OrderMaster to this order.
 - OrderMaster Line Item The line item number assigned by OrderMaster to this order item.
 - Material Description The description of the material ordered
 - Quantity The quantity ordered.
 - Order Date The date the material was ordered. The date is the same for every order item within an order.
 - Scheduled Ship Date The date the order item is expected to be shipped. This column is blank if the order item was backordered or cancelled.
 - Inventory Site The name of the inventory site that ordered the material.
 - Resource ID The resource ID responsible for the work for which the material
 was ordered.
 - Status The status of the order item. Values are: "ORDE" (ordered), "SHPD" (shipped), "RCVD" (received), "COMP" (complete), and "CANC" (cancelled).
 - Ordered Late? An asterisk (*) here indicates that the order item is in jeopardy of being delivered late (past the on job date) because the order was placed late.
 - Custom Features? An asterisk (*) here indicates that the material was ordered with custom features (e.g., pulling eyes, pre-term, etc.)
- **Pre-term?** An asterisk (*) here indicates that the material was ordered with a custom feature of pre-term.
- The report breaks on job number (sorted alphabetically in ascending order).
- Within a job, the orders are listed in ascending order by OrderMaster Number and OrderMaster Line Item.

SHIPPED ORDERS

These are orders that have been shipped, but not yet received in its entirety. If you choose to report on orders in the "Shipped" status, the following business rules are observed.

- The report name is "Shipped Order Report" (MP-10286).
- Only orders in the "shipped" status are listed on the report. An order is in the "shipped" status if at least one item within that order remains in the "shipped" status and there is no item within that order in the "ordered" status.
- If an order is selected to appear on the report, every order item within that order is listed as a line on the report.
- If multiple shipments exist for an order item, each shipment is listed as a separate line on the report.
- If a date range is provided, only those orders that have an order item that was shipped within the specified range are listed on the report (e.g., If a date range of 01/01/1995 01/15/1995 is provided, only those orders that have an order item that was shipped between 01/01/1995 and 01/15/1995 are reported.)
- The following information is printed on the report:
 - Job Number The job authority for which the material was ordered.
 - OrderMaster Number The number assigned by OrderMaster to this order.
 - OrderMaster Line Item The line item number assigned by OrderMaster to this order item.
 - Material Description The description of the material shipped.
 - Quantity The quantity shipped.
 - Serial Number The serial number shipped (if the material shipped is serialized).
 - Shipped Date The date the material was actually shipped.
 - **Inventory Site** The name of the inventory site that ordered the material.
 - **Resource ID** The resource ID responsible for the work for which the material was ordered.
 - Status The status of the order item. Values are: "SHPD" (shipped), "RCVD" (received), "COMP" (complete), and "CANC" (cancelled).
 - Custom Features? An asterisk (*) here indicates that the material was ordered with custom features (e.g., pulling eyes, pre-term, etc.)
 - **Pre-term?** An asterisk (*) here indicates that the material was ordered with a custom feature of pre-term.
- The report breaks on job number (sorted alphabetically in ascending order).
- Within a job, the orders are listed in ascending order by OrderMaster Number and OrderMaster Line Item.

RECEIVED ORDERS

These are orders that have been received in its entirety. If you choose to report on orders in the "Received" status, the following business rules are observed.

- The report name is "Received Order Report" (MP-10287).
- Only orders in the "received" status are listed on the report. An order is in the "received" status only if every item within that order is "received" and/or "complete".
- If an order is selected to appear on the report, every order item within that order is listed as a line on the report.
- If multiple shipments exist for an order item, each shipment is listed as a separate line on the report.
- If a date range is provided, only those orders that have an order item that was receipted into inventory within the specified range are listed on the report (e.g., If a date range of 01/01/1995 01/15/1995 is provided, only those orders that have an order item that was receipted between 01/01/1995 and 01/15/1995 are reported.)
- The following information is printed on the report:
 - **Job Number** The job authority for which the material was ordered.
 - OrderMaster Number The number assigned by OrderMaster to this order.
 - OrderMaster Line Item The line item number assigned by OrderMaster to this order item.
 - Material Description The description of the material received.
 - Quantity The quantity received.
 - Serial Number The serial number received (if the material received is serialized).
 - Receipt Date The date the material was received.
 - Inventory Site The name of the inventory site that ordered the material.
 - Resource ID The resource ID responsible for the work for which the material was ordered.
 - Custom Features? An asterisk (*) here indicates that the material was ordered with custom features (e.g., pulling eyes, pre-term, etc.)
 - **Pre-term?** An asterisk (*) here indicates that the material was ordered with a custom feature of pre-term.
- The report breaks on job number (sorted alphabetically in ascending order).
- Within a job, the orders are listed in ascending order by OrderMaster Number and OrderMaster Line Item.

CANCELLED ORDERS

These are orders that have been cancelled in its entirety. This can happen if REGIS rejected each order item within the order or if you completed each order item within the order before any shipments were received¹. If you choose to report on orders in the "Cancelled" status, the following business rules are observed.

- The report name is "Cancelled Order Report" (MP-10288).
- Only orders in the "cancelled" status are listed on the report. An order is in the "cancelled" status only if every item within that order is "cancelled".
- If an order is selected to appear on the report, every order item within that order is listed as a line on the report.
- If a date range is provided, only those orders that have an order item that was ordered within the specified range are listed on the report (e.g., If a date range of 01/01/1995 01/15/1995 is provided, only those orders that have a requisition date between 01/01/1995 and 01/15/1995 are reported.)
- The following information is printed on the report:
 - Job Number The job authority for which the material was ordered.
 - OrderMaster Number The number assigned by OrderMaster to this order.
 - OrderMaster Line Item The line item number assigned by OrderMaster to this order item.
 - Material Description The description of the material ordered
 - Quantity The quantity ordered.
 - Order Date The date the material was ordered. The date is the same for every order item within an order.
 - Inventory Site The name of the inventory site that ordered the material.
 - **Resource ID** The resource ID responsible for the work for which the material was ordered.
 - Reason for Cancellation If the order item was rejected by REGIS, this column contains the error message returned from REGIS (e.g., Backorder Not Allowed). If you completed the order item, this column contains the message "Item was completed in OSPCM before shipments were received".
 - Ordered Late? An asterisk (*) here indicates that the order item is in jeopardy of being delivered late (past the on job date) because the order was placed late.
- The report breaks on job number (sorted alphabetically in ascending order).
- Within a job, the orders are listed in ascending order by OrderMaster Number and OrderMaster Line Item.

¹ CAPRI cannot reject an order item. If the item fails to generate a PO, the item drops to a report that is handled by the PSO rather than returning an error message to OSPCM.

SAMPLE REPORT LAYOUT

| MP-10285 By: Date: | Karin Oling 08/20/1995 | Karin Olinger, YJLGRQD 08/20/1995 08:14:56 AM | RQD S AM | | OPEN ORDER RE FOR STATE : GA DATE RANGE : C | OPEN ORDER REPORT FOR STATE : GA DATE RANGE : 08/04/1995 - 08/20/1995 | 5 - 08/20/1995 | | | | <u>a.</u> | Page: 1 | |
|----------------------------------|----------------------------|---|--------------------------------------|-----------------|--|--|----------------------|----------------------|----------------------|------------------|---------------------|---------------|--|
| Jop: | RMMC | RMMOPNOR | | | CMC: LAWR | ₩. | | | | | | | |
| OrderMaster Number | 1 | OrderMaster Line Item | Material Description | Quantity | Order Date | Scheduled Ship Date | Inventory Site | Resource ID | Status | Ordered Late? | Custom Features? | Pre- Term? | |
| Job: 45G003456 | 3456 | | | | | | | | | | | | |
| Q1234567 Q1234567 Q1234567 | | 3 7 7 | AFAW-100 AFAW-200 10A1-50/30 | 200 400 2 | 08/04/1995 08/04/1995 08/04/1995 | 08/23/1995 | SNLV SNLV SNLV | KKOT KKOT KKOT | ORDE BKOD CANC | | • • | • | |
| Job: 45G600890 | 06800 | | | | | | | | | | | | |
| Q1238902 Q1238902 Q1238902 | | 3 2 - | AFAW-50 10A1-50/30 ANAW-100 | 300 | 08/15/1995 08/15/1995 08/15/1995 | 08/22/1995 08/20/1995 08/20/1995 | LRVL LRVL LRVL | MAS2 KJMT MAS1 | ORDE SHPD RCVD | · | | | |
| MP-10285 By: Date: Job: | Karin (08/20/1 RMMC | Karin Olinger, YJLGRQD 08/20/1995 08:14:56 AM RMNIOPNOR | RQD AM | | OPEN ORDER RE FOR STATE: GA DATE RANGE: 0 CMC: ROME | OPEN ORDER REPORT FOR STATE: GA DATE RANGE: 08/04/1995 - 08/20/1995 CMC: ROME | 5 - 08/20/1995 | | | | 6. | Page: 2 | |
| OrderMaster Number | | OrderMaster Line Item | Material Description | Quantity | Order Date | Scheduled Ship Date | Inventory Site | Resource ID | Status | Ordered Late? | Custom Features? | Pre- Term? | |
| Job: 45G892389 | 72389 | | | | | | | : | | | | | |
| Q8907652 Q8907652 Q8907652 | | 35 | 10B1-50/30 AFAW-200 10A1-50/30 | 1 400 2 | 08/20/1995 08/20/1995 08/20/1995 | 08/22/1995 08/22/1995 08/22/1995 | ROMM ROMM ROMM | KKOT KKOT KKOT | ORDE ORDE ORDE | | | | |
| | | | | | , | | ; | | | | | | |

*** End of Report ***

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OVER-AGE MATERIAL REPORT

The Over-Age Material Report contains information about material that will be held in inventory over 30 days because of a change in the associated job's schedule. This includes material that is 1) on order that, once receipted, will be in inventory for over 30 days before it is used and 2) assigned material that will be in inventory for over 30 days before it is used. The report serves as a warning that you are in jeopardy of holding inventory for over 30 days which could adversely affect your investment index. The report can be used to reference the inventory items that could be unassigned from the original job and assigned to job that will be worked earlier or used to reschedule the job again so that the material can be used for its original purpose. The report may be requested by any OSPCM user that has access to the Management Reports application.

To request the Over-Age Material Report, you must provide the inventory site on which to report. You may print the report for any inventory site.

Each substep that has been marked as potentially having over age material assigned to it in the specified inventory site is listed on the report and the following information is printed:

- **Job Number** The job authority number for which the material is on order or to which the inventory item is currently assigned.
- **Print** The job print for which the material is on order or to which the inventory item is currently assigned.
- Step The job step for which the material is on order or to which the inventory item is currently assigned.
- Activity Number The scheduling activity to which the substep is assigned.
- **Resource ID** The resource id for which the material is on order or to which the inventory item is currently assigned.
- Old Schedule Date The date the substep was originally scheduled to begin work.
- New Schedule Date The date the substep is currently scheduled to begin work.
- Material Description The description of the material ordered, shipped, or assigned.
- Serial Number The serial number of the material. Serial Number is populated if the material was ordered from a BST warehouse and has been shipped or if the material is already in inventory; otherwise it is blank.
- Quantity The quantity ordered, shipped, or assigned.
- Receipt Date The date the material was receipted into inventory. Receipt Date is populated if the material is already in inventory; otherwise it is blank.

The report is sorted in ascending order by job number, activity number, print, step, and resource ID.

SAMPLE REPORT LAYOUT

| MP-10308 | By: Karin Olinger, YJLGRQD | Date: 08/20/1995 01:23:45 PM | Job: RMMOVAGM |
|----------|----------------------------|------------------------------|---------------|

OVER-AGE MATERIAL REPORT INVENTORY SITE: SVVL

Page

| Receipt | Date | 08/13/1995 | | |
|--------------|---------------|------------|------------|------------|
| | Quantity | 200 | 400 | 2 |
| | Serial Number | S345903411 | GA110789 | |
| Material | Description | AFAW-100 | AFAW-200 | 10A1-50/30 |
| New Schedule | Date | 09/25/1995 | 10/05/1995 | 10/06/1995 |
| Old Schedule | Date | 08/15/1995 | 08/21/1995 | 08/25/1995 |
| Resource | Ω | KKOT | KKOS | KKOT |
| | Step | 7 | ٣ | 4 |
| | Print | _ | _ | _ |
| Activity | Number | - | 7 | 3 |
| | Job Number | 45G003456 | 45G006789 | 45G006789 |

*** END OF REPORT ***

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TRANSACTION REPORTS

A Transaction report contains information about transactions of a specified type. The report may be requested by any OSPCM user that has access to the Management Reports application. To request a Transaction report, provide the following information:

- Location The state, CMC, or inventory site on which to report. You may print the report for any of the nine states in the BellSouth region, any CMC, or any inventory site. Location must be specified. The following business rules are observed depending on the location specified:
 - State All transactions created to and from the specified state are listed on the report. A page break occurs for each CMC in the specified state (sorted alphabetically).
 - CMC All transactions created to and from the specified CMC are listed on the report. A page break occurs for each inventory site in the specified CMC (sorted alphabetically).
 - **Inventory Site** All transactions created to and from the specified inventory site are listed on the report.
- Transaction Type The type of transaction on which to report. Valid choices are: Order Receipt, Assignment, Unassignment, Inventory Status Change, Inventory Addition, Inventory Deletion, Split a Reel, Transfer, Transfer Receipt, Reclassify to Exempt, Reclassify from Exempt, Return, Disbursement, Remove to Good, Junk, Recover from Junk. Transaction Type must be specified.
- Material Category The category of material on which to report. Valid choices are: ALL, Copper Cable, Fiber Cable, Circuit Equipment, Miscellaneous Apparatus, All Cable. Material Category must be provided. The default is ALL. The following business rules are observed depending on the material category specified:
 - ALL All transactions regardless of category of material involved are listed on the report.
 - Copper Cable Only those transactions involving copper cable and coax cable are listed on the report.
 - **Fiber Cable** Only those transactions involving fiber cable are listed on the report.

- **Circuit Equipment** Only those transactions involving circuit equipment are listed on the report.
- Miscellaneous Apparatus Only those transactions involving material other than copper cable, coax cable, fiber cable, or circuit equipment are listed on the report.
- All Cable Only those transactions involving copper cable, coax cable, and fiber cable are listed on the report.
- Date Range The date range for which transactions are to be reported. Date Range must be provided. Only those transactions created within the date range specified are listed on the report.

ORDER RECEIPT TRANSACTIONS

These are transactions that are created when material ordered either from a BST warehouse or an outside vendor is received into inventory. If you choose to report on transactions of type "Order Receipt", the following business rules are observed:

- The report name is "Order Receipt Report"
- Only transactions of type code "Order Receipt" or "Order Receipt Reversal" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - Trans Type The transaction type reported. Values are: "OR" (Order Receipt) and "ORR" (Order Receipt Reversal).
 - Job Number The job authority for which the material was ordered.
 - Material Description The description of the material received.
 - Transaction Quantity The quantity received.
 - **Serial Number** The serial number received (if the material received was serialized).
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) received.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - **Inventory Site** The name of the inventory site responsible for the material received.

- OrderMaster Number The number assigned by OrderMaster to the order that was received.
- OrderMaster Line Item The line item number assigned by OrderMaster to the line item received.
- **Dollar Amount** The dollar amount received.
- FC/FRC The account to which the material was ordered.
- Sort order is by job number (ascending order) and Transaction Date (ascending order).

ASSIGNMENT TRANSACTIONS

These are transactions that are created when an inventory item is assigned for use on a specific job. If you choose to report on transactions of type "Assignment", the following business rules are observed:

- The report name is "Assignment Report"
- Only transactions of type code "Assignment" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following fields always appear on the report:
 - Job Number The job authority to which the inventory item was assigned.
 - Material Description The material description of the inventory item.
 - Transaction Quantity The quantity assigned.
 - Serial Number The serial number of the inventory item (if the inventory item is serialized material).
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) assigned.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - **Inventory Site** The name of the inventory site responsible for the inventory item.
 - Resource Id The resource ID to which the inventory item was assigned.
 - From Status The status of the inventory item before it was assigned. Values are: "U" (unassigned) and "S" (surplus).
 - Dollar Amount The dollar amount assigned.
 - To FC/FRC The account in which the inventory item resides after it was assigned.
- Sort order is by job number (ascending order) and Transaction Date (ascending order).

UNASSIGNMENT TRANSACTIONS

These are transactions that are created when an inventory item is unassigned from a job. If you choose to report on transactions of type "Unassignment", the following business rules are observed:

- The report name is "Unassignment Report"
- Only transactions of type code "Unassignment" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - **Job Number** The job authority to which the inventory item was previously assigned.
 - Material Description The material description of the inventory item.
 - Transaction Quantity The quantity unassigned.
 - **Serial Number** The serial number of the inventory item. (if the inventory item is serialized material).
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) unassigned.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - **Inventory Site** The name of the inventory site responsible for the inventory item.
 - Resource Id The resource ID to which the inventory item was previously assigned.
 - From Status The status of the inventory item before it was unassigned. Its value is "A" (assigned).
 - **Dollar Amount** The dollar amount unassigned.
 - From FC/FRC The account in which the inventory item resided before it was unassigned.
- Sort order is by job number (ascending order) and Transaction Date (ascending order).

INVENTORY STATUS CHANGE TRANSACTIONS

These are transactions that are created when an inventory item changes from awaiting return to unassigned or surplus, from unassigned to awaiting return or surplus, or from surplus to awaiting return or unassigned. If you choose to report on transactions of type "Inventory Status Change", the following business rules are observed:

- The report name is "Inventory Status Change Report"
- Only transactions of type code "Inventory Status Change" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - Material Description The material description of the inventory item.
 - Transaction Quantity The quantity that changed status.
 - Serial Number The serial number of the inventory item. (if the inventory item is serialized material).
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) that changed status.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - **Inventory Site** The name of the inventory site responsible for the inventory item.
 - From Status The status of the inventory item before it was changed. Values are: "U" (unassigned), "S" (surplus), and "AW" (awaiting return).
 - To Status The status of the inventory item after it was changed. Values are: "U" (unassigned), "S" (surplus), and "AW" (awaiting return).
 - **Dollar Amount** The dollar amount unassigned.
- Sort order is by Transaction Date (ascending order).

INVENTORY ADDITION TRANSACTIONS

These are transactions that are created when material is added to inventory because of a need to correct an out of balance condition. If you choose to report on transactions of type "Inventory Addition", the following business rules are observed:

- The report name is "Inventory Addition Report"
- Only transactions of type code "Inventory Addition" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - Material Description The material description of the inventory item.
 - Transaction Quantity The quantity added to inventory.
 - **Serial Number** The serial number of the inventory item. (if the inventory item is serialized material).
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) added to inventory.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - **Inventory Site** The name of the inventory site responsible for the inventory item after it was added to inventory.
 - **Dollar Amount** The dollar amount added to inventory.
- Sort order is by Transaction Date (ascending order).

INVENTORY DELETION TRANSACTIONS

These are transactions that are created when material is deleted from inventory because of a need to correct an out of balance condition. If you choose to report on transactions of type "Inventory Deletion", the following business rules are observed:

- The report name is "Inventory Deletion Report"
- Only transactions of type code "Inventory Deletion" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - Material Description The material description of the inventory item.
 - Transaction Quantity The quantity deleted from inventory.
 - **Serial Number** The serial number of the inventory item. (if the inventory item is serialized material).

- MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) deleted from inventory.
- Transaction Number The system generated number of this transaction.
- Transaction Date The date this transaction was created.
- **Inventory Site** The name of the inventory site responsible for the inventory item before it was deleted from inventory.
- From Status The status from which the inventory was deleted. Values are "U" (unassigned) and "S" (surplus).
- **Dollar Amount** The dollar amount added to inventory.
- Sort order is by Transaction Date (ascending order).

SPLIT A REEL TRANSACTIONS

These are transactions that are created when cable is moved from a reel to a new reel or hand-coil. If you choose to report on transactions of type "Split A Reel", the following business rules are observed:

- The report name is "Split A Reel Report"
- Only transactions of type code "Split A Reel" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - Material Description The material description of the inventory item.
 - Transaction Quantity The quantity split.
 - From Serial Number The serial number from which the cable was split.
 - To Serial Number The serial number to which the cable was split.
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) split.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - **Inventory Site** The name of the inventory site responsible for the inventory item.
 - **Dollar Amount** The dollar amount split.
- Sort order is by Transaction Date (ascending order).

TRANSFER TRANSACTIONS

These are transactions that are created when material is transferred between inventory sites or from a warehouse site to an inventory site. If you choose to report on transactions of type "Transfer", the following business rules are observed:

- The report name is "Transfer Report"
- Only transactions of type code "Transfer" and "Transfer Reversal" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - **Trans Type** The transaction type reported. Values are: "T" (Transfer) and "TRV" (Transfer Reversal).
 - Material Description The description of the material transferred.
 - Transaction Quantity The quantity transferred
 - **Serial Number** The serial number of the inventory item transferred (if the inventory item is serialized material).
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) transferred.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - From Inventory Site The name of the inventory site from which the material was transferred.
 - **To Inventory Site** The name of the inventory site to which the material was transferred.
 - **Dollar Amount** The dollar amount transferred.
- Sort order is by Transaction Date (ascending order).

TRANSFER RECEIPT TRANSACTIONS

These are transactions that are created when material transferred from another inventory site or from a warehouse site is received into inventory. If you choose to report on transactions of type "Transfer Receipt", the following business rules are observed:

- The report name is "Transfer Receipt Report"
- Only transactions of type code "Transfer Receipt" and "Transfer Receipt Reversal" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - Trans Type The transaction type reported. Values are: "TR" (Transfer Receipt) and "TRR" (Transfer Receipt Reversal).
 - Material Description The description of the material received.
 - Transaction Quantity The quantity received.
 - **Serial Number** The serial number received (if the inventory item is serialized material).
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) received.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - **From Inventory Site** The name of the inventory site from which the material was transferred.
 - **To Inventory Site** The name of the inventory site to which the material was transferred.
 - **Dollar Amount** The dollar amount transferred.
- Sort order is by Transaction Date (ascending order).

RECLASSIFY TO EXEMPT TRANSACTIONS

These are transactions that are created when an inventory item is reclassified as exempt material. If you choose to report on transactions of type "Reclassify to Exempt", the following business rules are observed:

- The report name is "Reclassify to Exempt Report"
- Only transactions of type code "Reclassify to Exempt" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - Material Description The material description of the inventory item.
 - Transaction Quantity The quantity reclassified as exempt.
 - Serial Number The serial number of the inventory item (if the inventory item is serialized material).
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) reclassified as exempt.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - **Inventory Site** The name of the inventory site responsible for the inventory item before it was reclassified as exempt material.
 - **Dollar Amount** The dollar amount reclassified as exempt.
- Sort order is by Transaction Date (ascending order).

RECLASSIFY FROM EXEMPT TRANSACTIONS

These are transactions that are created when material is reclassified as non-exempt material. If you choose to report on transactions of type "Reclassify from Exempt", the following business rules are observed:

- The report name is "Reclassify from Exempt Report"
- Only transactions of type code "Reclassify from Exempt" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - Material Description The material description of the inventory item.
 - Transaction Quantity The quantity reclassified as non-exempt.
 - **Serial Number** The serial number of the inventory item (if the inventory item is serialized material).
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) reclassified as non-exempt.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - **Inventory Site** The name of the inventory site responsible for the inventory item after it was reclassified as non-exempt material.
 - **Dollar Amount** The dollar amount reclassified as non-exempt.
- Sort order is by Transaction Date (ascending order).

RETURN TRANSACTIONS

To the state of th

These are transactions that are created when an inventory item is returned to a BST warehouse or to an outside vendor. If you choose to report on transactions of type "Return", the following business rules are observed:

- The report name is "Return Report"
- Only transactions of type code "Return" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - Trans Type The transaction type reported. Values are: "RT" (Return).
 - Material Description The material description of the inventory item.
 - Transaction Quantity The quantity returned.
 - **Serial Number** The serial number of the inventory item (if the inventory item is serialized material).
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) returned.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - **Inventory Site** The name of the inventory site responsible for the inventory item before it was returned.
 - **Returned To** The BST warehouse or outside vendor to which the inventory item was returned.
 - Return Authorization Number The authorization number for this return.
 - **Dollar Amount** The dollar amount returned.
- Sort order is by Transaction Date (ascending order).

DISBURSEMENT TRANSACTIONS

These are transactions that are created when an inventory item is disbursed (placed in service). If you choose to report on transactions of type "Disbursement", the following business rules are observed:

- The report name is "Disbursement Report"
- Only transactions of type code "Disbursement" and "Disbursement Reversal" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - Trans Type The transaction type reported. Values are: "DB" (Disbursement) and "DBR" (Disbursement Reversal).
 - **Job Number** The job authority to which the inventory item was assigned before it was disbursed.
 - Material Description The material description of the inventory item.
 - Transaction Quantity The quantity disbursed.
 - **Serial Number** The serial number of the inventory item (if the inventory item is serialized material).
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) disbursed.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - **Inventory Site** The name of the inventory site responsible for the inventory item before it was disbursed.
 - **Resource ID** The resource ID to which the inventory item was assigned before it was disbursed.
 - **Dollar Amount** The dollar amount disbursed.
- Sort order is by job number (ascending order) and Transaction Date (ascending order).

REMOVE TO GOOD TRANSACTIONS

These are transactions that are created when material is taken out of service and put back into inventory. If you choose to report on transactions of type "Remove to Good", the following business rules are observed:

- The report name is "Remove to Good Report"
- Only transactions of type code "Disbursement" and "Disbursement Reversal" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - Trans Type The transaction type reported. Values are: "RM" (Remove to Good) and "RMR" (Remove to Good Reversal).
 - Material Description The material description of the inventory item.
 - Transaction Quantity The quantity removed to good.
 - **Serial Number** The serial number of the inventory item (if the inventory item is serialized material).
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) removed to good.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - Inventory Site The name of the inventory site responsible for the inventory item after it was put back into inventory.
 - **Dollar Amount** The dollar amount removed to good.
- Sort order is by Transaction Date (ascending order).

JUNK TRANSACTIONS

These are transactions that are created when an inventory item is junked If you choose to report on transactions of type "Junk", the following business rules are observed:

- The report name is "Junk Report"
- Only transactions of type code "Junk" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - Material Description The material description of the inventory item.
 - Transaction Quantity The quantity junked.
 - **Serial Number** The serial number of the inventory item (if the inventory item is serialized material).
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) junked.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - **Inventory Site** The name of the inventory site responsible for the inventory item before it was junked.
 - **Dollar Amount** The dollar amount junked.
 - Auto-Junked? An asterisk (*) here indicates that the inventory item was auto-junked by the system during the disbursement process.
- Sort order is by Transaction Date (ascending order).

RECOVER FROM JUNK TRANSACTIONS

These are transactions that are created when material is recovered from junk. If you choose to report on transactions of type "Recover from Junk", the following business rules are observed:

- The report name is "Recover from Junk Report"
- Only transactions of type code "Recover from Junk" are listed on the report.
- Each transaction is listed as a separate line on the report.
- The following information is printed on the report:
 - Material Description The material description of the inventory item.
 - Transaction Quantity The quantity recovered from junk.
 - **Serial Number** The serial number of the inventory item (if the inventory item is serialized material).
 - MCF/FKF The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) recovered from junk.
 - Transaction Number The system generated number of this transaction.
 - Transaction Date The date this transaction was created.
 - Inventory Site The name of the inventory site responsible for the inventory item after it was recovered from junk.
 - **Dollar Amount** The dollar amount recovered from junk.
- Sort order is by Transaction Date (ascending order).

SAMPLE REPORT LAYOUT

MP-10294

Karin Olinger, YJLGRQD By: Date: 08/20/1995 08:14:56 AM

Job:

RMMINVDL

INVENTORY DELETION REPORT

FOR CMC: ROME

DATE RANGE: 08/04/1995 - 08/06/1996

INVENTORY SITE: ROMM

| Material Description | Transaction Quantity | Serial Number | MCF/FKF | Transaction Number | Transaction Date | Inventory Site | Dollar Amount | From Status |
|----------------------|----------------------|------------------|---------|-----------------------|------------------|-------------------|------------------|----------------|
| AFAW-100 | 200 | S890456756 | .04 | 3000 | 08/04/1995 | ROMM | \$216.00 | S |
| AFAW-300 | 2000 | S890456780 | 1.2 | 3022 | 08/05/1995 | ROMM | \$6000.00 | U |

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BellSouth OSPCM

2

Page:

1

Page:

MP-10294

By: Date: Job:

Karin Olinger, YJLGRQD 08/20/1995 08:14:56 AM

RMMINVDL

INVENTORY DELETION REPORT FOR CMC: ROME

DATE RANGE: 08/04/1995 - 08/06/1996

INVENTORY SITE: LGRN

Material Transaction Serial Transaction Transaction Inventory Dollar From Description Quantity Number MCF/FKF Number Date Site Amount Status 10B1-50/30 2 08/06/1995 LGRN \$113.24 s

*** END OF REPORT ***

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BellSouth OSPCM

INTRODUCTION

The MATERIALS MANAGEMENT Business Solution Area V deals with creating Management Reports. This Business Solution area is composed of 7 reports as follows:

- Order reports (This group of reports is comprised of 4 individual reports)
- Transaction reports (This group of reports is comprised of 16 individual reports)
- Issue Summary Report
- Major Material Activity Report
- Material Notification Report
- Over-Age Material Report
- Investment Management Report (IMR)

Each report is described in a separate section of the document. Each section provides a description of the report and its purpose, a description of how the report may be requested, and a report layout and a description of each field on the report. The purpose of this document is to gain consensus as to the deliverable for MATERIALS MANAGEMENT Business Solution Area V.

The first section describes the types of Order reports that are available. This report contains information about orders for a specified status. You may print the report for a state, Construction Management Center (CMC), or inventory site.

The second section describes the types of Transaction reports that are available. This report contains information about material inventory transactions for a specified type. You may print the report for a state, CMC, or inventory site.

The third section describes the Issue Summary Report. This report contains information about inventory items that are currently issued. You may print the report for a state, CMC, or inventory site.

The fourth section describes the Major Material Activity Report. This report contains information about material inventory transactions that involve movement of material in and out of inventory, excluding receipts and disbursements. You may print the report for a state, CMC, or inventory site.

The fifth section describes the Material Notification Report. This report contains information about the material currently assigned to a job. You may print the report for a job and/or resource id.

The sixth section describes the Over-Age Material Report. This report contains information about material that will be over 30 days old because of a scheduling change. This includes material that is 1) on order that, once receipted, will be in inventory for over 30 days before it is used and 2) assigned material that will be in inventory for over 30 days before it is used. You may print the report for an inventory site only.

The seventh section describes the Investment Management Report. This report provides an index which measures how efficient inventory is managed. The index describes how much inventory was owned over a given period of time and how much it cost the company to own that inventory. You may print the report for a state, CMC, or inventory site.





INTRODUCTION

The MATERIALS MANAGEMENT Business Solution Area II deals with satisfying a material requirement on an Outside Plant Construction Engineering Work Order (EWO) or a Plant Work Order (PWO) job with existing inventoried material. This method of satisfying a requirement may be used instead of ordering new material. This Business Solution area is broken down into three (3) sections:

- Satisfy a Material Requirement with Inventory
- Approve a Transfer Request
- Receipt Transferred Material

Each section is briefly described and then broken down into the actual navigational flow through the presentation. The purpose of this document is to gain consensus as to the deliverable for MATERIALS MANAGEMENT Business Solution Area II.

The first section deals with retrieving material requirements that need to be satisfied and satisfying those requirements with either an assignment or a transfer request. The procedures for retrieving requirements are presented in Business Solution Area I (BS1OVER.DOC). When material requirements are displayed, an indicator is shown for each requirement that can be satisfied from existing inventory at the requirement's inventory site. You may choose to make assignments from the inventory found or initiate another inventory scan to search for suitable substitutions for which assignments or transfer requests may be made.

The second section deals with approving a transfer request to satisfy a material requirement or rejecting a transfer request. You may display simultaneously the transfer requests that need to be approved by your inventory site and the transfer requests that have been approved by your inventory site but have not been received. You may transfer the inventory item requested, transfer a substitute for the inventory item requested, reject the transfer request, or cancel an approved transfer request that has not been received.

The third section deals with receipting transferred material. You may display simultaneously the inventory items that have been transferred to your inventory site but have not been received into your inventory and the transfer requests that have been made by your inventory site but have not been approved for transfer. You may receipt an inventory item that has not been received or cancel any transfer request that has not been approved.



INTRODUCTION

The MATERIALS MANAGEMENT Business Solution Area II deals with satisfying a material requirement on an Outside Plant Construction Engineering Work Order (EWO) or a Plant Work Order (PWO) job with existing inventoried material. This method of satisfying a requirement may be used instead of ordering new material. This Business Solution area is broken down into three (3) sections:

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Each section is briefly described and then broken down into the actual navigational flow through the presentation. The purpose of this document is to gain consensus as to the deliverable for MATERIALS MANAGEMENT Business Solution Area II.

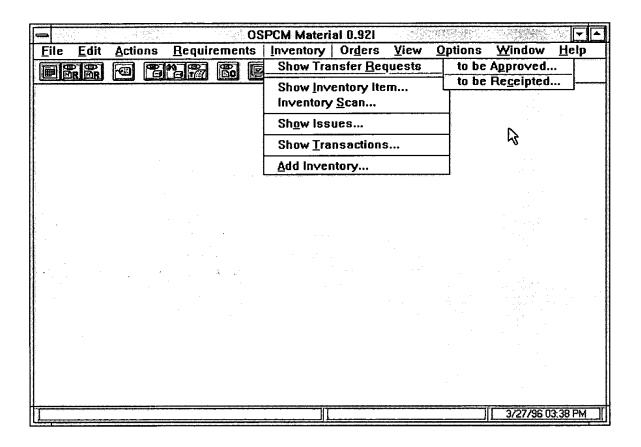
The first section deals with retrieving material requirements that need to be satisfied and satisfying those requirements with either an assignment or a transfer request. The procedures for retrieving requirements are presented in Business Solution Area I (BS1OVER.DOC). When material requirements are displayed, an indicator is shown for each requirement that can be satisfied from existing inventory at the requirement's inventory site. You may choose to make assignments from the inventory found or initiate another inventory scan to search for suitable substitutions for which assignments or transfer requests may be made.

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RECEIPT TRANSFERRED MATERIAL

From the Materials Management application window shown below, select "Show Transfer Requests" and then select "to be Receipted..." from the Inventory menu. This function is available only if you are a Materials Management manager or Materials Management clerk and have the authority to update inventory.



If there are no outstanding transfer requests, the system will display an appropriate message. Respond to the message by pressing OK. If there are outstanding transfer requests, the SELECT INVENTORY SITE dialog shown below is displayed.

| | Select Inventory Site | | | | | | | | | | |
|-----------------|-----------------------|--|--------------|--|--|--|--|--|--|--|--|
| Inventory Site: | Ĺ | | OK | | | | | | | | |
| | | | Cancel | | | | | | | | |
| | | | <u>H</u> elp | | | | | | | | |

This dialog allows you to select the inventory site for which transfers are to be received. To do so, provide the following information:

• Inventory Site - Enter or select a valid inventory site from the Inventory Site combo box. The drop down list for the Inventory Site combo box is populated with a list of valid inventory sites, which currently have transfers that have not yet been received and/or transfer requests that have not yet been approved.

To get help while on this dialog, press the HELP button. To close this dialog without selecting an inventory site, press the CANCEL button. To close this dialog and display the transfers for the selected inventory site, press the OK button. The system displays an appropriate message if the inventory site entered does not have any transfer requests (i.e., inventory site is not in the drop down list). Respond to the message by pressing OK.

If no errors are found, the VIEW TRANSFERS FOR xxxx window shown below is displayed, where xxxx is the selected inventory site.

| | 2 - | 7 | | | | | | | | |
|-------|--------------------------------------|-------------------------------------|-----|---------------------------------------|------------|-------------------------|---------------|----------|----------------------|---------------|
| | م وي ه | <u>21</u> | | | | | | | | |
| | als Sent To | | | | | | | | | |
| z . | Job Number | Material Description | Se | rial Number | flee | Requested | Transfer | From | Inv Site | Date of Trans |
| | | 819C1C/30 | 129 | 02805 | are A life | - Oddiny | 1 1 | LOUE | | 05/10/1996 |
| | | | | | | | | | | |
| - | | | - | · · · · · · · · · · · · · · · · · · · | | | <u> </u> | <u> </u> | | |
| 十 | | | | | | | | | | |
| | | | | | | | | | | |
| _ | fer Remarks | | 1 | | | <u> </u> | <u> </u> | <u> </u> | | 1 |
| equ | est Remarks | • | | | | | | | | |
| ansf | er Requests | Made From SVVI | | | | | | | | - |
| ansi | Job Number | | | Serial Numb | per | Requested Quantity | From Inv 9 | Site | Reque | sted Date |
| ansi | Job Number 58K07362N | Material Descript | | F7040065 | per | Quantity 522 | SNF1 | ite | 02/12/19 | 996 |
| ansi | Job Number 58K07362N 58K07337N | Material Descript ANMW-200 ANTW-300 | | F7040065 G4570406 | per | Quantity 522 1925 | SNF1 TUCWN | Site | 02/12/19 03/29/19 | 996 996 |
| ansi | Job Number 58K07362N | Material Descript | | F7040065 | per | Quantity 522 1925 | SNF1 | Site | 02/12/19 | 996 996 |
| ansi | Job Number 58K07362N 58K07337N | Material Descript ANMW-200 ANTW-300 | | F7040065 G4570406 | per | Quantity 522 1925 | SNF1 TUCWN | Site | 02/12/19 03/29/19 | 996 996 |
| ansi | Job Number 58K07362N 58K07337N | Material Descript ANMW-200 ANTW-300 | | F7040065 G4570406 | per | Quantity 522 1925 | SNF1 TUCWN | Site | 02/12/19 03/29/19 | 996 996 |

From this window you may receipt a transferred inventory item that has not yet been received or cancel a transfer request that has not yet been approved.

The Materials Sent To grid displays the inventory items that have been transferred to the selected inventory site, but not yet received. The following information is displayed:

٠.

- Job The job for which the transfer request was made. This column is blank if the inventory item was transferred without an associated transfer request (i.e., from the Inventory Items At window described in Business Solution III) or if the requirement for which the material was transferred no longer exists (i.e., the job or substep was cancelled or the requirement changed).
- Material Description The material description of the inventory item transferred.
- Serial Number The serial number of the inventory item transferred (if serialized).
- Reel Type The reel type of the inventory item transferred (if cable).
- Requested Quantity The quantity of material requested to be transferred.
- Transfer Quantity The quantity of material transferred.
- From Inv Site The inventory site from which the inventory item was transferred.
- Date of Transfer The date the inventory item was approved for transfer.

The Transfer Requests Made From grid displays all of the inventory items that have been requested to be transferred to the selected inventory site that have not yet been approved for transfer. The following information is displayed:

- Job The job for which the transfer request was made. This column is blank if the requirement for which the transfer request was made no longer exists (i.e., the job or substep was cancelled or the requirement changed).
- Material Description The material description of the inventory item requested.
- Serial Number The serial number of the inventory item requested (if serialized).
- Requested Quantity The quantity of material requested to be transferred.
- From Inv Site The inventory site from which the inventory item was requested to be transferred.
- Requested Date The date that the transfer request was made.

VIEW JOB DETAILS

To view the material requirements for which the transfer exists, select an inventory item from either grid and press the Show Job Details toolbar button located on the VIEW TRANSFERS window or select "Show Job Details" from the Actions menu. The system displays a message if the inventory item selected has no job details. Respond to the message by pressing OK.

If no errors are found, the JOB DETAILS dialog shown below is displayed.

| | Job N | lumber: | 58K073 | 62N | | ; | Close |
|----------|-------|-------------------|----------|-----------------------|-------|------------|--------------|
| ateria | Desc | eription: | ANMW- | 200 | | | <u>H</u> elp |
| Print | Step | . Work Laction | W F | Transfer Griantitu | RESID | On Job (| Date |
| C | 1 | PLAC | В | 306 | RG1 | 07/18/1995 | 5 |
| D | | | | | | | |
| D | | | - | | | | |
| D | | | | | | | |
| D | | | | | | | |

This dialog displays the material requirements for which the transfer request was made. The following information is displayed:

- Job -The job for which the transfer request was made.
- Material Description The description of the material needed.
- **Print** The job print for which the transfer request was made.
- Step The job step for which the transfer request was made.
- Work Action The type of work for which the material is needed.
- Work Environment The work environment for which the material is needed.
- Transfer Quantity The portion of the needed quantity that was requested for transfer.
- **RESID** The resource id responsible for the work.

• On Job Date - The date that the material is needed on the job (Scheduled Start Date - On Job Interval).

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

RECEIPT AN IN-TRANSIT ITEM WITHOUT EXCEPTIONS

Receipting an in-transit inventory item without exceptions implies that:

- 1. the quantity transferred is equal to the quantity shipped,
- 2. the date the inventory item was received is equal to the current date,
- 3. no remarks need to be recorded with the receive transfer transaction,
- 4. the bin location of the inventory item is not to be recorded, and
- 5. the material arrived in good condition and will not be returned.

To receipt an in-transit inventory item, select an inventory item from the Materials Sent To grid. The following information is displayed below the grid:

- Transfer Remarks This text box displays the remarks entered at the time the inventory item was approved for transfer. If no remarks were entered, this field is blank.
- Request Remarks This text box displays the remarks entered at the time the inventory item was requested for transfer. If no remarks were entered, this field is blank.

To receipt the selected item, press the Receive Transfer toolbar button located on the VIEW TRANSFERS window or select "Receipt Transfer Item" from the Actions menu. If no errors are found, the system receipts the material into inventory as follows:

- The transfer is marked "received" and a check-mark is displayed in the leftmost column of the grid next to the inventory item received.
- The inventory item is deleted from the "from" inventory site's "in-transit" inventory, added to the "to" inventory site's "unassigned" inventory, and a Transfer Receipt material inventory transaction is recorded.

- If the material was transferred for a specific job, the material is assigned to the appropriate substep(s) within that job and an Assignment material inventory transaction is recorded for each assignment made. If the requirement has been completely satisfied (substep's assigned quantity = substep's order qty), each substep to which the material was assigned is put into the "received" status. The system will not assign more material than is needed on the substep. If the quantity received is greater than the quantity needed, as is sometimes the case when transferring cable, the assignment is made for the quantity needed and the remaining quantity remains in the unassigned status.
- If the requirement for which the material was transferred no longer exists (e.g., the job or substep was cancelled or the requirement changed), the inventory item remains in the "unassigned" status.
- The Assignment transaction is marked as not to be sent to Asset Management.
- If the inventory item is central office equipment, the Transfer Receipt transaction is marked as not to be sent to Asset Management; otherwise it is marked to be sent to Asset Management.

RECEIPT AN IN-TRANSIT ITEM WITH EXCEPTIONS

Receipting an in-transit inventory item with exceptions implies that one or more of the following applies:

- 1. the quantity to be receipted is not equal to the quantity shipped,
- 2. the date the inventory item was received is not equal to the current date,
- 3. remarks need to be recorded with the receipt transaction,
- 4. the bin location of the inventory item is to be recorded, or
- 5. the material is damaged and will be returned to a BST warehouse or to an outside vendor.

To indicate the exceptions with which to receipt the material, double-click the in-transit inventory item you want to receive or move the marquee to it and press ENTER. The EDIT TRANSFER ITEM dialog shown on the following page is displayed.

| | Edit Transfer Item | |
|--------------------------|--------------------|--------|
| Transfer Data | 0 | OK |
| Material Description: | 809B3/25 ° | Cancel |
| Quantity: | | Help |
| Receipt Data | | |
| Da <u>t</u> e: | 04/02/1998 | |
| Bin <u>L</u> oc: | | |
| Received Quantity: | 1 | |
| <u>D</u> amaged | | |
| Receipt <u>R</u> emarks: | | |
| | | |
| <u> </u> | | |

The fields on this dialog default to what the system indicates was transferred. The following information is displayed in the Transfer Data frame:

- **Material Description** The material description of the inventory item transferred.
- Quantity The quantity of material transferred.

You may enter or overtype the information displayed in the Receipt Data frame as described below.

- Date The date the material was received. This field defaults to the current date. If receipting material for a previous day, enter a date prior to the current date.
- **Bin Loc** The bin location of where the material will be stored in inventory. If your inventory site is using bin locations, enter a bin loc. This field is not validated. If you receipt the same non-serialized material on the same day and don't use the same bin as previously used, the last entered bin loc will become the bin loc for all of this non-serialized material at this location received on this day.
- Received Quantity The quantity of material received. This field defaults to the quantity transferred. If the quantity is different from what was shipped, enter the quantity to be received into inventory. The quantity entered must be greater than zero and, if receipting serialized non-cable, the quantity cannot be greater than 1.

- **Damaged** If the material will be returned to a BST warehouse or to an outside vendor, check the Damaged check box.
- Remarks Enter any remarks that you wish to be recorded with the transfer receipt transaction.

To get help while on this dialog, press the HELP button. To close this dialog without saving the changes, press the CANCEL button. To close this dialog and save the changes made, press the OK button. The system displays an appropriate message under the following conditions:

- If the quantity to be received is zero, an error message is displayed. Respond to the message by pressing OK.
- If receipting serialized non-cable material and the quantity to be received is greater than 1, an error message is displayed. Respond to the message by pressing OK.
- If the receipt date entered is greater than the current date, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the Transfer Quantity column on the VIEW TRANSFERS window is updated with the quantity received.

To receipt an in-transit inventory item into your own inventory after the appropriate changes have been made, press the Receive Transfer toolbar button located on the VIEW TRANSFERS window or select "Receipt Transfer Item" from the Actions menu as described earlier. The system receipts the material as described earlier with the following exceptions:

• If the shipment was marked as damaged, the material is receipted and marked as "awaiting return" inventory and is not assigned to the job for which it was requested. Each associated requirement is marked as needing material again and ready to be fulfilled.

- If the quantity received is different from the quantity transferred, the difference is handled with an inventory adjustment in the appropriate inventory site. This is done to keep the accounting records accurate when the transactions are reported to Asset Management. For example,
 - If 1000 ft was transferred but 1010 ft was actually shipped and received, a Transfer Receipt transaction is created to add 1000 ft to the "to" site's inventory and delete 1000 ft from the "from" site's inventory and an Inventory Addition transaction is created to add the additional 10 ft to the "to" site's inventory.
 - If 1000 ft was transferred but 990 ft was actually shipped and received, a Transfer Receipt transaction is created to add 990 ft to the "to" site's inventory and delete 990 ft from the "from" site's inventory and an Inventory Deletion transaction is created to delete the additional 10 ft from the "from" site's inventory.

UNDO RECEIPT OF AN IN-TRANSIT ITEM

Prior to closing the VIEW TRANSFERS window, you may undo the receipt of the intransit inventory item (e.g., the wrong inventory item is receipted).

To undo the receipt of an in-transit item, select an inventory item from the Materials Sent To grid that has been received (indicated by the presence of a checkmark) and press the Undo toolbar button located on the VIEW TRANSFERS window or select "Undo" from the Edit menu. The system unreceipts the inventory item as follows:

- The transfer is marked "unreceived" and the check-mark is removed from the grid for the selected item.
- If the material was assigned to a job, the inventory item is unassigned from the appropriate substep(s) within that job and an Unassignment material inventory transaction is recorded for each unassignment done. Each substep to which the material was assigned is put back into the "transferred" status.
- The inventory item is deleted from your inventory, put back into the sender's "in-transit" inventory, and a Transfer Receipt Reversal material inventory transaction is recorded.
- If the inventory item is central office equipment, the Transfer Receipt Reversal transaction is marked as not to be sent to Asset Management; otherwise it is marked to be sent to Asset Management.

The inventory item may now be receipted at a later date or you may call the sending inventory site to cancel the transfer.

CANCEL A TRANSFER REQUEST PRIOR TO APPROVAL

If you decide that you no longer need the inventory item for which there is an outstanding request, you may cancel the transfer request if it has not yet been approved.

To cancel a transfer request, select a request from the Transfer Requests Made From grid and press the Cancel Request toolbar button located on the VIEW TRANSFERS window or select "Cancel Transfer Request" from the Inventory menu. If no errors are found, the system cancels the transfer request as follows:

- The transfer request is deleted.
- Each material requirement for which the transfer was requested has its remaining needed quantity re-calculated. If greater than zero, the requirement is put back into the "needed" status and marked as ready to be fulfilled.

To close the VIEW TRANSFERS window, double-click the control box located in the upper left corner of the window. Upon exit, all transfers that were received are deleted; therefore, upon leaving this window, you can no longer undo a receipt of an in-transit item. In addition, if Central Office Equipment was received and an assignment was made, form RF-8010 is printed to move the material from the 1220.1412 account in the inventory site to which the material was received to the FRC and GLC of the substep to which it is assigned (See attachment 1).

Attachment 1:

The following information is printed on the RF-8010 form when assigning Central Office Equipment:

- Transfer Report No. The state responsible for the inventory item followed by the OSPCM Material Inventory Transaction Number (e.g., KY11184)
- Purpose of Transfer This field always equals "Adj. Accounts".
- Ship/Transfer From (Credit)
 - Location The inventory site responsible for the inventory item.
 - State The state responsible for the inventory item.
 - **Geo. Loc.** The geographic location code of the inventory site responsible for the inventory item.
 - Auth. No. The job number for which the inventory item was ordered.
 - **RCO** The responsibility code of the inventory site responsible for the inventory item.
 - RCC The responsibility code of the inventory site responsible for the inventory item.
 - Func. Code The function code of the Material Held For Future Use account. This field is always equal to "5C5T".
- Ship/Transfer To (Debit)
 - Location The inventory site responsible for the inventory item.
 - State The state responsible for the inventory item.
 - **Geo. Loc.** The exception geographic location code of the substep to which the inventory item was assigned.
 - Auth. No. The job number to which the inventory item was assigned.
 - **RCO** The responsibility code of the inventory site responsible for the inventory item.
 - RCC The responsibility code of the inventory site responsible for the inventory item.
 - **Field Code** The field reporting code (FRC) of the substep to which the inventory item was assigned (i.e., 257C).
- Transportation Instructions
 - Field Code This field defaults to 6 blanks followed by an "M".
 Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.
- Engineering Contact
 - Engineer The name of the user's supervisor. The "user" is the person who assigned the inventory item.
 - **Prepared By** The name of the person who assigned the inventory item. The user's Common Userid (CUID) is used to obtain his/her name.
 - Date The date the inventory item was assigned. This field is always equal to the current date.
 - Remarks Remarks entered at the time the inventory item was assigned.

- Equipment Description The description of the inventory item assigned. If the material is serialized, its serial number will be printed following the material description.
- Cond. The condition of the material. This field always equals "G" (good).
- Qty. The quantity of material assigned.

- Per This field always equals "EA" (each).
- Yr. Pl. The year the inventory item was receipted into inventory.

SATISFY MATERIAL REQUIREMENT WITH INVENTORY

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From the Materials Management application window shown below, view the needed material requirements by selecting the appropriate toolbar button or menu item.

| | | | (a) (a) (b) | SPCM Materi | al 0.93a | | | | T A |
|---|--------------|--------|--|-------------|----------|---|-----------------|----------------|----------------------|
| <u>F</u> ile | <u>E</u> dit | Action | | | | <u>V</u> iew | <u>O</u> ptions | <u>W</u> indow | <u>H</u> elp |
| | R AR | | Show a Job's Show All of a | | | | | | |
| | | | Show <u>T</u> oday's <u>P</u> rint Today's | | | | B | | |
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| Water transfer to the state of | | | | | | | | | |
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| | | | | | | *************************************** | | 4/18/96 04 | 1:59 PM |

Select this button from the toolbar or "Show Today's Requirements..." from the Requirements menu to view the requirements that need to be fulfilled today via a resource ID, inventory site, or Construction Management Center (CMC). See Business Solution I Overview Document (BS10VER.DOC) for a detailed description.

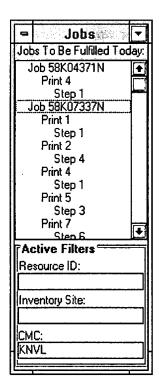
Select this button from the toolbar or select "Show a Job's Needed Requirements..." from the Requirements menu to view the needed requirements for a specific job. See Business Solution I Overview Document (BS1OVER.DOC) for a detailed description.

If you choose to display the needed requirements for a specific job, the NEEDED REQUIREMENTS FOR JOB xxxx window shown below is displayed, where xxxx is the specified job number.

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| | 44 | | | ħ | Veeded | Rec | uiremer | nts f | or Jo | b! | 8K07337 | N. S. | | | | | TA |
|---------------|---|-----|--------------|---|---------------|-------------------|---------|----------------------|-------------|--------|----------------|----------------|---------|----------------|--------|----------|---------|
| Actin Heso | ve Filters* ource ID: tory Site: CMC:KN | VL | | Totals | Displaye 3 | d .658 .000 | | ed 0.000 0.000 | 441 | | | | | | | | |
| Frint | Step | lnv | Material Des | cription : | Quantity | C F | RESID | i Fi | Agg Code | J P | On Job Date | Inventory Site | W | Work Action | N O | Α. C. | MCF/FKF |
| 1 | 1 | D. | ANTW-200 | | 1785 | Ð! | RG1 | | \$ | | 07/18/1995 | SWL | _ | PLAC | | | 0.714 |
| IT | 1 | D. | ANTW-200 | | 2350 | | | 1 | S | × | 07/18/1995 | SVVL | В | PLAC | | | 0,940 |
| 2 | 4 | I | SHELFRPTR | 27C | 4 | | RG1 | | N. | * | 07/18/1995 | SWL | В | PLAC | | | |
| 4 | 1 | | ANTW-200 | *************************************** | 5010 | D! | RG1 | | | | 07/18/1995 | | θ | PLAC | | | 2.004 |
| 5 | 3 | | XRM622100 | 07 | 1 | | RG1 | | N | × | 01/03/1996 | | | PLAC | | A | |
| 5 | 3 | D | 809A3/35 | | 2 | | RG1 | | N | * | 01/03/1996 | | | PLAC | | A | |
| 5 | 3 | | 809B3/25 | | 1 | | RG1 | | N | * | 01/03/1996 | | | PLAC | L. | A | |
| 7 | 6 | EQ. | XOLFC20320 | 102N | 1 | | RG1 | | N | * | 07/18/1995 | ISWL | В | PLAC | | | |
| | | | | | | | | | | | | | <u></u> | | | | |

If you choose to display today's needed requirements, the JOBS window shown below is displayed.



To display the NEEDED REQUIREMENTS window as shown earlier, double-click a job, print, or step or move the marquee to it and press ENTER.

The overview document for Business Solution I (BS1OVER.DOC) describes most of the fields on the NEEDED REQUIREMENTS window. This document discusses new functionality only.

VIEW RESULTS OF THE AUTOMATIC INVENTORY SCAN

When the NEEDED REQUIREMENTS window is opened, the system performs a limited search for available inventory that could be used to satisfy the requirements. The system searches for inventory that meets the following criteria:

- it is located in the inventory site where the requirement is needed or, if the requirement is for central office equipment, it is located in the inventory site where the requirement is needed or in an inventory site that stores refurbished central office equipment (RCOE),
- it is unassigned or surplus¹,
- it has not been issued².

• • •

- it is not reserved for emergency use,
- it matches the requirement's material description, and
- its inventory balance is greater than or equal to the smallest quantity needed (if the requirement is for cable) or its inventory balance is greater than zero (if the requirement is for non-cable).

To search for inventory in another inventory site or to search for suitable substitutes, you may request a user-defined inventory scan which is described later in this document.

¹ Since the system allows assigned material found in the inventory site where the requirement is needed to be re-assigned, the term "unassigned", when searching for cable in the same inventory site where the requirement is needed, refers to reels that could be partially unassigned. The portion of the reel that is unassigned is a candidate for available material.

² "Issued" material is material that has been picked up from the inventory location and taken to the job site. When a reel of cable is issued, its entire quantity is issued even if a portion of that quantity is unassigned.

This symbol appears in the Inventory column (abbreviated "INV") if there is available inventory that could be used to satisfy the requirement. To view the results of the automatic inventory scan, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The INVENTORY SCAN RESULTS window shown below is displayed.

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NOTE: This same window is used to show the results of both the automatic inventory scan and a user-defined inventory scan, so the navigation is described as if either method was used.

| ا العادد | طا للتسط | multi-se | Re | emarks: | | | | | | | |
|----------|-----------|----------|------------------|----------------|--------|--------|---|-------|----------------|----------------------|---------|
| | Print | Step | Materi | al Description | ւ Qu | antity | Ç | RESID | On Job Date | Invento | ry Site |
| | 7 | 3 | 10D1-10 | 00/50 | | | | RG1 | 01/03/1996 | SVVL | |
| | | | | | | | | | | | |
| | | - | | | | | 4 | | | | |
| · | | | | | | | + | | | | |
| ound | Invent | ory Item | * | | · | | | *11 | ecords: 3 fo | und [] | 00% |
| | ial Descr | | Serial Number | Quantity | Status | C F | | Job | Inventory Site | Physical Location | Age |
| | 100/50 | | | . 1 | U | | | | ATHEN | | 214 |
| | 100/50 | | | 1 | ٦ | | | | SVVL | | 69 |
| 10D1- | 100/50 | | | 1 | U | | | | SWL | IQ. | 61 |
| | | | | - | | | | | | <u> </u> | |

This window displays the results of the inventory scan from which you may make assignments or transfer requests to satisfy a material requirement. The Records frame located above the Found Inventory Items grid displays the number of inventory items shown and the total number of inventory items found. If this window is used to view the results of the automatic inventory scan, all inventory items found are displayed.

The Requirements grid displays the material requirement selected from the NEEDED REQUIREMENTS window followed by other requirements from that window which have the same material description and are needed in the same inventory site as the selected requirement. The following information is displayed:

• **Print** - The job print for which the requirement is needed.

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- Step The job step for which the requirement is needed.
- Material Description The description of the material needed.
- Quantity The remaining quantity of material needed to do the work.
- Custom Features (abbreviated CF) A symbol here indicates that custom material features are needed (e.g., inside pulling eye).
- **RESID** The resource ID responsible for the work.
- On Job Date The date that the material is needed on the job (Scheduled Start Date On Job Interval).
- Inventory Site The inventory site responsible for procuring the material.

The Found Inventory Items grid displays the inventory item(s) that could be used to satisfy the material requirement(s). The following information is displayed:

- Material Description The material description of the inventory item.
- Serial Number The serial number of the inventory item, if serialized.
- Quantity The quantity of the inventory item in the indicated status.
- Status The status of the inventory item. Values are:
 - A Assigned. The inventory item found is assigned to a job.
 - U Unassigned. The inventory item found is not assigned to a job and is available for use in the CMC where it was found.
 - S Surplus. The inventory item found is not assigned to a job and is available for use in the entire BellSouth region.
- Custom Features (abbreviated CF) A symbol here indicates that the inventory item has custom material features (e.g., inside pulling eye).

- **Job** The job to which the inventory item is assigned, if it has an "assigned" status. If a reel of cable is assigned to multiple jobs, one line is displayed for each job to which the reel is currently assigned.
- **Inventory Site** The inventory site responsible for the inventory item.
- **Physical Location** A symbol here indicates that the inventory item is located at an alternate address. No symbol means that the inventory item is located at the inventory site responsible for the material.
- Age The age of the inventory item in days. If this is non-serialized material and the individual items were receipted on different days, the age displayed will be that of the oldest item. If the age of the inventory item is greater than 9999 days, asterisks will appear in this column.

The inventory items found by the scan will appear in the grid in the following order:

• Inventory items found at an RCOE inventory site.

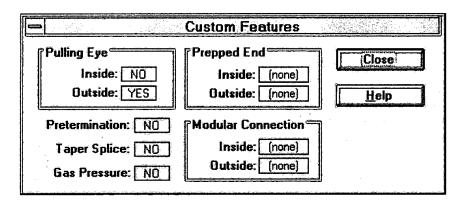
- The inventory items found in the inventory site where the requirement is needed sorted first by material description, then by age (oldest first), and then by status ("surplus", "unassigned", and "assigned")
- The inventory items found in another inventory site sorted first by material description, then by age (oldest first), and then by status ("surplus" and "unassigned")

VIEW CUSTOM FEATURES

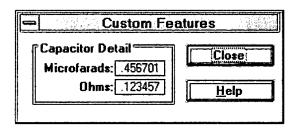
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This symbol appears in the Custom Features column (abbreviated CF) if the requirement needs custom features or if the inventory item found has custom features. To view the custom features, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed. The custom features displayed will vary with the type of material needed or the inventory item found.

If the requirement or inventory item selected is cable, the dialog displays the custom features associated with cable as shown below. Information includes whether or not the requirement needs (or the inventory item has) pulling eyes, prepped ends, preterminations, a taper splice, gas pressure, or modular connections.



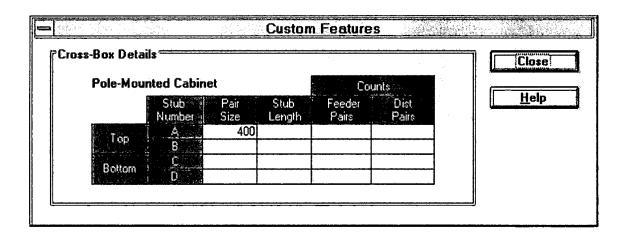
If the requirement or the inventory item selected is a capacitor, the dialog displays the custom features associated with capacitors as shown below. Information includes the microfarads and/or ohms of the capacitor.



If the requirement or the inventory item selected is a non-standard pedestal cross-box, the dialog displays its configuration as shown below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.

| s-Box Detai | 211 | | | | | | Close |
|-------------|---|--------------|----------------|-----------------|---------------|------|--------------|
| Pedestal (| Cabinet | | | Co | units | | |
| | Stub Number | Pair Size | Stub Length | Feeder Pairs | Dist Pairs | | <u>H</u> elp |
| | | 200 | 98 | 0-100 | 100-200 | | |
| Single | 2.C | 50 | 48 | 0-25 | 25-50 | | |
| | 34 B 34 B 35 B 35 B 35 B 35 B 35 B 35 B | | | | | | |
| | 4-L | | | | | | |
| Double | 5-C | | | | | | |
| | 6-8 | | | | | | |

If the requirement or the inventory item selected is a non-standard pole-mounted cross-box, the dialog displays its configuration as shown below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.



To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW ALTERNATE INVENTORY LOCATION

This symbol appears in the Physical Location column if the inventory item is not physically at the inventory site, but is at an alternate storage location. To view the address of where the inventory item is located, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The PHYSICAL LOCATION dialog shown below is displayed.

| | Physical Location | |
|---------------------|----------------------|----------|
| Saved Address Code: | MARIETTA | Close |
| Contact Name: | John J. Stevens | Help |
| Contact Phone: | (901) 372-8956 | . |
| Company: | Marietta South, Inc. | |
| Street: | 234 Union Street | |
| Room: | B-7N6A | |
| City: | Martin | |
| State: | TN Zip: 382360000 | |

This dialog displays the location of an inventory item that is not physically located at the inventory site responsible for the material. Information includes the code under which this alternate address was saved, the contact name and phone number, company name, street address, room number, city, state, and zip.

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

ASSIGN AN INVENTORY ITEM

Inventory found in an inventory site where the requirement is needed may be assigned immediately to the requirement. If you do not have authority to update inventory in the state where the requirement is needed, you cannot make an assignment.

If the requirement is for non-cable material, you may only make one assignment at a time. Select an inventory item that you wish to assign and select the requirement to which you would like to make the assignment. If the requirement is for cable, you may make multiple assignments at a time. Select an inventory item that you wish to assign and select one or more requirements to which you would like to make the assignment. Remarks entered in the Remarks text box are recorded with each Assignment transaction.

To satisfy the selected requirements with an assignment, press the Assignment toolbar button located on the INVENTORY SCAN RESULTS window or select "Assign Item to Requirement" from the Actions menu. If you do not have the authority to make assignments, this toolbar button and menu item are disabled. The system displays a message under the following conditions:

- If no requirement is selected, an error message is displayed. Respond to the message by pressing OK.
- If you try to assign an inventory item located in a different inventory site from where the requirement is needed, an error message is displayed. Respond to the message by pressing OK.
- If you try to assign an inventory item to a requirement whose needed quantity is zero, an error message is displayed. Respond to the message by pressing OK.
- If you try to assign an inventory item whose balance is zero, an error message is displayed. Respond to the message by pressing OK.
- If you try to assign an inventory item that is already assigned to the selected requirement, an error message is displayed. Respond to the message by pressing OK.
- If you try to reassign an inventory item when there is surplus or unassigned inventory available in the same inventory site where the requirement is needed³, an appropriate message is displayed. Respond to the message by pressing YES if you still wish to use the item or NO if you don't want to use the item.

³ A re-assignment occurs when you try to assign inventory that is already assigned to a job.

• If assigning an inventory item to multiple requirements and the inventory balance is not large enough to satisfy all of the requirements selected, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the system assigns the inventory item as follows:

- If the selected inventory item is non-cable and is in the "unassigned" or "surplus" status or is cable and in the "unassigned" status, it is assigned to the requirement(s) selected and an Assignment material inventory transaction is recorded for each assignment made. For non-serialized material, the system makes assignments from the oldest inventory first. The system will not assign more material than is needed on a substep. If the balance of the selected inventory item is greater than the quantity needed, the assignment is made for the quantity needed and the remaining quantity remains in its original status. If the requirement is completely satisfied (substep's assigned quantity = substep's order quantity), its material status is changed to "received". If the requirement is not completely satisfied, it remains in a "needed" status and the remaining needed quantity is calculated.
- If the selected inventory item is cable and in the "surplus" status, the inventory item is first moved to the "unassigned" status and an Inventory Status Change material inventory transaction is recorded. It is then assigned to the selected requirement(s) as stated above. If the entire reel of cable is not assigned, the remaining balance must be in the "unassigned" status. Therefore, the inventory item is moved to the "unassigned" status before it is assigned to satisfy this business rule.
- If assigning an inventory item that has an outstanding transfer request (i.e., a transfer request that has not yet been approved), the system automatically rejects the associated transfer request and puts the requirement for which the request was made back in a "needed" status and marks it ready to be fulfilled. For example, if RIVD makes a request for serial number 123 from LOUE and then LOUE assigns serial number 123 to one of its own substeps, the transfer request made by RIVD is deleted and the substep it was requested for is put back in the "needed" status and marked ready to be fulfilled.
- The Inventory Status Change transaction is marked as not to be sent to Asset Management.
- The Assignment transaction is marked as not to be sent to Asset Management.

• If the selected inventory item is in the "assigned" status, you must first unassign the material before reassigning it to another requirement⁴. The process of reassigning an inventory item is described below.

REASSIGN AN INVENTORY ITEM

If the selected inventory item is in the "assigned" status, the RELEASE ASSIGNMENTS dialog shown below is displayed after the Assignment toolbar button is pressed.

| Required | Quantity: | 50 | | R | elease Qu | antity: () | | Ca | ncel |
|-------------|-----------|------|----------------------|--------|----------------|-------------|------------|----|------|
| Job | Frint | Step | Quantity Assigned | W E | Work Action | On Job Dale | Issue Date | | elp |
| 5L00118N | 1 | 5 | 50 | Н | PLAC | 10/15/1995 | | | |
| | | | | | | | | | |
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This dialog allows you to unassign material from the requirement(s) listed in the grid in order to reassign it to the requirement(s) selected on the Inventory Scan Results window. The following information is displayed above the grid:

- Material Description The description of the inventory item to be reassigned.
- Required Quantity The total quantity required to be satisfied. It is equal to the sum of the required quantities selected to be satisfied on the Inventory Scan Results window.
- Release Quantity The quantity to be unassigned. It is initially set to zero and is incremented as requirements are selected to have material unassigned.

⁴ Assigned inventory can only be found if running a user-defined inventory scan and the inventory is found in the inventory site responsible for procuring the material.

The grid on this dialog displays each requirement within the job to which the selected inventory item is currently assigned. The following information is displayed:

- **Job** The job to which the inventory item is assigned.
- **Print** The job print to which the inventory item is assigned.
- Step The job step to which the inventory item is assigned.
- Quantity Assigned The portion of the inventory balance that is assigned to the requirement.
- Work Environment (abbreviated WE) The work environment for which the inventory item is needed (e.g., B = buried).
- Work Action The type of work for which the inventory item is needed (e.g., PLAC = Placing).
- On Job Date The date the material is needed on the job (Scheduled Start Date On Job Interval).
- Issue Date The date the inventory item was issued for use on this requirement. If the inventory item has not been issued, this column is blank.

To get help while on this dialog, press the HELP button. If you decide not to reassign the material, press the CANCEL button to close this dialog.

To reassign the inventory item, select the requirement(s) from which the inventory item should be unassigned and press the OK button. As requirements are selected, the quantity in the Release Quantity text box is increased by the quantity assigned to that requirement. If the inventory item is non-cable, the Release Quantity is not allowed to exceed the Required Quantity and is set equal to the lesser of the sum of the quantities selected to be unassigned or the Required Quantity. Type any remarks in the Remarks text box that you wish to have recorded with the Unassignment transaction.

The system displays an appropriate message under the following conditions:

- If the selected requirement's material has been issued and there is only one assignment or the inventory item is serialized, the system displays a message indicating that the assignment cannot be released because the inventory item has been issued.
- If the inventory item is non-serialized and multiple requirements have been selected and at least one of the selected requirements has had its material issued, the system displays a message indicating that a selected requirement has had its material issued and asking if you want the system to release the assignments that have not been issued. Respond to the message by pressing YES if you want to release the un-issued assignments. Respond to the message by pressing NO if you do not want to release the un-issued assignments.
- If no requirement is selected to have its material unassigned, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the system releases the old assignment and makes a new assignment as follows:

- The inventory item is unassigned from the selected requirement(s) for the quantity to be released and an Unassignment material inventory transaction is recorded for each unassignment made.
- If you released an assignment of Central Office Equipment, an RF-8010 form is printed to move the material from the Field Reporting Code (FRC) and Exception Geographic Location Code (GLC) of the requirement to which it was previously assigned to the 1220.1412 (Material Held For Future Use) account (See attachment 1).
- Assignment material inventory transaction is recorded for each assignment made. The system will not assign more material than is needed on a substep. If the balance of the selected inventory item is greater than the quantity needed, the assignment is made for the quantity needed and the remaining quantity remains in the "unassigned" status. If the requirement is completely satisfied (substep's assigned quantity = substep's order quantity), its material status is changed to "received". If the requirement is not completely satisfied, it remains in a "needed" status and the remaining needed quantity is calculated.

- If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.
- The Inventory Status Change transaction is marked as not to be sent to Asset Management.
- The Assignment transaction is marked as not to be sent to Asset Management.

As assignments are made on the Inventory Scan Results window, the needed quantity in the Requirements grid is decreased by the quantity assigned. When a requirement is completely satisfied (needed quantity drops to zero), a check mark appears beside the requirement. Likewise, as inventory items are used to satisfy requirements, the inventory balance in the Found Inventory Items grid decreases by the quantity assigned. Once an inventory item is completely depleted (balance drops to zero), the inventory item can no longer be assigned. NOTE: The inventory balance does not actually decrease, it just changes status. The decrease is shown to visually indicate that there have been assignments made from the inventory item.

REQUEST A TRANSFER OF AN INVENTORY ITEM

Inventory found in an inventory site other than where the requirement is needed must first be transferred to the inventory site where it is needed before it can be assigned. If the requirement is for non-cable material, you may only select one requirement to be satisfied per transfer request. Select an inventory item that you wish to have transferred and select the requirement to which you would like the inventory assigned once the material has been transferred and received. If the requirement is for cable, you may select multiple requirements to be satisfied per transfer request. Select an inventory item that you wish to assign and select one or more requirements to which you would like the inventory assigned once the material has been transferred and received. Remarks entered in the Remarks text box are recorded with the transfer request.

To satisfy the selected requirement with a transfer request, press the Transfer Request toolbar button located on the INVENTORY SCAN RESULTS window or select "Request Transfer" from the Actions menu. The system displays a message under the following conditions:

- If no requirement is selected, an error message is displayed. Respond to the message by pressing OK.
- If you request a transfer of an inventory item located in the same inventory site where the requirement is needed, an error message is displayed. Respond to the message by pressing OK.

- If you request a transfer of an inventory item for a requirement whose needed quantity is zero, an error message is displayed. Respond to the message by pressing OK.
- If you request a transfer of an inventory item whose balance is zero, an error message is displayed. Respond to the message by pressing OK.
- If you request a transfer of an inventory item to satisfy multiple requirements and the inventory balance is not large enough to satisfy all of the requirements selected, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the system creates a transfer request as follows:

- A transfer request is created for the selected inventory item for the quantity to be transferred. If transferring cable, the transfer request is created for the total quantity on the reel. Only the quantity needed will be assigned once the material is received into inventory, but the entire reel must be transferred to avoid having to split the reel prior to its transfer. If transferring non-cable, the transfer request is created for the quantity needed.
- If a selected requirement is completely satisfied by the transfer request, it is put into a "transfer requested" status. If a selected requirement is not completely satisfied, it remains in a "needed" status and the remaining quantity needed is calculated.

No further action is required of the requestor. The transfer is approved or rejected by the inventory site to which the request is made; this process is described in the second section of this document.

As transfer requests are made, the needed quantity in the Requirements grid is decreased by the quantity requested to be transferred. When a requirement is completely satisfied (needed quantity drops to zero), a check mark appears beside the requirement. Likewise, as inventory items are used to satisfy requirements, the inventory balance in the Found Inventory Items grid decreases by the quantity requested to be transferred. Once an inventory item is completely depleted (balance drops to zero), the inventory item can no longer be requested to be transferred. NOTE: The inventory balance does not actually decrease, it is just "ear-marked" for transfer. The decrease is shown to visually indicate that transfer requests have been made for the inventory item.

UNDO AN ASSIGNMENT OR TRANSFER REQUEST

Prior to leaving the INVENTORY SCAN RESULTS window, you may undo the assignments or transfer requests made for a particular requirement.

To undo an assignment or transfer request, select requirements(s) from the Requirements grid to which assignments or transfer requests have been made and press the Undo toolbar button located on the INVENTORY SCAN RESULTS window or select "Undo" from the Edit menu. If, upon selection, the Undo toolbar button or menu item is not enabled, the requirement has had neither an assignment nor a transfer request made.

The last assignment made or the last transfer request made is undone as follows:

- If undoing an assignment, the inventory item is unassigned from the selected requirement and an Unassignment material inventory transaction is recorded for each unassignment made. If the inventory item is no longer assigned to any requirement, it reverts back to its previous status unless its previous status was "assigned". An inventory item that was reassigned is not assigned back to its original requirement(s) on an undo. Instead, it is put into the "unassigned" status.
- If undoing a transfer request, the transfer request is marked as no longer needed for the selected requirement and if the transfer request is no longer needed to satisfy any requirement, it is deleted.
- The selected requirement is put back into a "needed" status, marked as ready to be fulfilled, and its remaining needed quantity is calculated.
- Both the needed quantity in the Requirements Found and the inventory balance in the Inventory Items grid are increased by the quantity that was previously assigned or by the quantity that was requested to be transferred. The check-mark indicating that the requirement has been satisfied is no longer displayed.

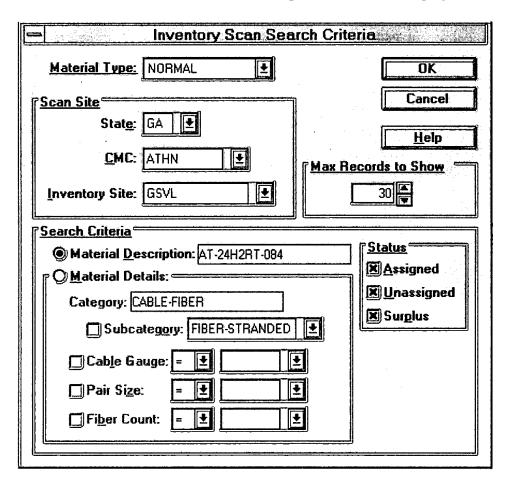
You may continue to undo multiple assignments or transfer requests for a requirement as long as the Undo toolbar button is enabled.

To close the INVENTORY SCAN RESULTS window, double-click the control box located in the upper left corner of the window. At this time, if an assignment was made for Central Office Equipment, an RF-8010 form is printed to move the material from the 1220.1412 account to the FRC and the Exception GLC of the requirement to which it is assigned (see Attachment 2).

CREATE A USER-DEFINED INVENTORY SCAN

If the automatic inventory scan did not find any unassigned or surplus inventory that could be used to satisfy a material requirement or you want to expand the search criteria, you may request a user-defined inventory scan.

Select a requirement that you wish to satisfy and press the Inventory Scan toolbar button located on the NEEDED REQUIREMENTS window or select "Satisfy Requirements" and then select "with Existing Inventory..." from the Actions menu. The system displays an error message if you select more than one requirement. Respond to the error message by pressing YES if you want the system to deselect all but the first requirement selected and continue or press NO if you do not want to continue. If a single requirement is selected or you pressed YES in response to the error message, the INVENTORY SCAN SEARCH CRITERIA dialog shown below is displayed.



This dialog allows you to define the search criteria of an inventory scan to search for inventory that could be used to satisfy a material requirement.

Provide the following information to identify the type of material to search for, the location to search, and the maximum number of inventory items to display.

- Material Type Select the type of material to search for from the Material Type list box or accept the default of "Normal". You may choose to search for "normal", "emergency", or "consignment" inventory.
- State Type a valid state to search in the State combo box or select one from its drop down list. If searching for "normal" inventory, the drop down contains a list of all nine states in the BellSouth region⁵. If searching for "emergency" inventory, the drop down contains a list of the states that can store emergency material⁶. If searching for "consignment" inventory, the drop down contains a list of states that can store consignment material⁷. The State combo box defaults to the state of the selected requirement.
- CMC Type a valid CMC to search in the CMC combo box or select one from its drop down list. If searching for "normal" inventory, the drop down contains a list of all CMCs in the BellSouth region (the state for each CMC listed is also displayed in the drop down)⁸. If searching for "emergency" inventory, the drop down contains a list of the CMCs that can store emergency material. If searching for "consignment" inventory, the drop down contains a list of CMCs that can store consignment material. The CMC combo box defaults to the CMC of the selected requirement. Select "(ALL)" to search all CMCs that can store the type of material you are looking for in the specified state. If the CMC selected is not in the selected state, the State combo box is changed to the state of the selected CMC.

⁵ Security Work-Around: If you a user of the Materials Management application only, you can view inventory in any state. If you are a Materials Management user and a user of another OSPCM application, you can view inventory only in the states to which you have access. Therefore, where this document states that all states, CMCs, or inventory sites are listed, may not apply if you have access to other OSPCM applications besides Materials Management.

⁶ Emergency inventory can be stored at either an inventory site that is allowed to have emergency material or at a warehouse site.

⁷ Consignment material can only be stored at a warehouse site.

⁸ Security Work-Around: If you a user of the Materials Management application only, you can view inventory in any CMC. If you are a Materials Management user and a user of another OSPCM application, you can view inventory only in the CMCs to which you have access. Therefore, where this document states that all states, CMCs, or inventory sites are listed, may not apply if you have access to other OSPCM applications besides Materials Management.

- Inventory Site Type a valid inventory site to search in the Inventory Site combo box or select one from its drop down list. If searching for "normal" inventory, the drop down contains a list of all inventory sites and Refurbished Central Office Equipment (RCOE) sites in the BellSouth region (the CMC and state for each inventory site listed is also displayed in the drop down)⁹. If searching for "emergency" inventory, the drop down contains a list of the inventory sites that can store emergency material and all warehouse sites. If searching for "consignment" inventory, the drop down contains a list of all warehouse sites. The Inventory Site combo box defaults to the inventory site of the selected requirement. Select "(ALL)" to search all inventory sites that can store the type of material that you are looking for in the specified state or CMC. If the inventory site selected is not in the selected state or CMC, the contents of the State combo box and/or the CMC combo box is changed to the state and CMC of the selected inventory site.
- Max Records to Show This limits the number of inventory items returned by the search and defaults to the maximum number of records last requested (If you are using this dialog for the first time, the default is 25). You may decrease or increase this number in increments of 5 by using the spin buttons or enter your own maximum directly into the text box. The maximum number of records that may be displayed is 999.

Define the search criteria to be used in the scan by providing the following information:

• Material Description - If you want to search for inventory items having the same material description as the selected requirement, select the Material Description radio button. The material description of the selected requirement is displayed in the associated text box. If you choose to search by Material Description, the only additional search criteria allowed is Status. By default, the inventory scan searches by Material Description.

⁹ Security Work-Around: If you a user of the Materials Management application only, you can view inventory in any inventory site. If you are a Materials Management user and a user of another OSPCM application, you can view inventory only in the inventory sites to which you have access. Therefore, where this document states that all states, CMCs, or inventory sites are listed, may not apply if you have access to other OSPCM applications besides Materials Management.

- Subcategory If you want to search for inventory items in the same or in a different material subcategory as the selected requirement, select the Material Details radio button and then select the Subcategory check box. The subcategory to search for must be in the material category of the selected requirement. Type a valid material subcategory or select one from the associated drop down list, which contains a list of the valid subcategories in the category of the selected requirement. The Subcategory text box defaults to the material subcategory of the selected requirement. For reference, the requirement's material category is displayed in the Category text box
- Cable Gauge If you want to search for inventory items having a cable gauge greater than or equal to a specified gauge, select the Material Details radio button and then select the Cable Gauge check box. This choice is available only if the selected requirement is for a material description that has a cable gauge. Select an operator from the Cable Gauge list box and select or type a valid cable gauge from the Cable Gauge combo box. You may choose from the following operators: "=" (equal to) or ">=" (greater than or equal to). The default operator is "=". The rightmost Cable Gauge drop down contains a list of valid cable gauges (19, 22, 24, and 26).
- Pair Size If you want to search for inventory items having a pair size greater than or equal to the pair size of the selected requirement, select the Material Details radio button and then select the Pair Size check box. This choice is available only if the selected requirement is for a material description that has a pair size. Select an operator from the Pair Size list box and select or type a valid pair size from the Pair Size combo box. You may choose from the following operators: "=" (equal to) or ">=" (greater than or equal to). The default operator is "=". The rightmost Pair Size drop down contains a list of the pair sizes that BellSouth currently uses that are greater than or equal to the pair size of the requirement.
- Fiber Count If you want to search for inventory items having a fiber count greater than or equal to the fiber count of the selected requirement, select the Material Details radio button and then select the Fiber Count check box. This choice is available only if the selected requirement is for a material description that has a fiber count. Select an operator from the Fiber Count list box and select or type a valid fiber count from the Fiber Count combo box. You may choose from the following operators: "=" (equal to) or ">=" (greater than or equal to). The default operator is "=". The rightmost Fiber Count drop down contains a list of the fiber counts that BellSouth currently uses that are greater than or equal to the fiber count of the requirement.

• Status - If you want to search for inventory items having a specific inventory status, check or uncheck the appropriate Status check box. By default, the system searches for all statuses. To search for assigned inventory items only, uncheck all statuses except for the Assigned status. To search for unassigned inventory items only, uncheck all statuses except for the Unassigned status. To search for surplus inventory items only, uncheck all statuses except the Surplus status. You must indicate at least one inventory status.

To get help while on this dialog, press the HELP button. To close this dialog without running an inventory scan, press the CANCEL button. To close this dialog and run the inventory scan, press the OK button. The system displays an appropriate error message under the following conditions. Respond to the error message by pressing OK.

- If an invalid state is provided.
- If an invalid CMC is provided.
- If an invalid inventory site is provided.
- If zero is entered as the maximum number of records to display.
- If Subcategory is selected and no subcategory is provided or an invalid subcategory is provided.
- If Cable Gauge is selected and no cable gauge value is provided or an invalid cable gauge value is provided.
- If Pair Size is selected and no pair size value is provided or an invalid pair size value is provided.
- If Fiber Count is selected and no fiber count value is provided or an invalid fiber count value is provided.
- An inventory status to search for is not provided.

If no errors are found, the system determines the inventory status to search for based on the search location and then further limits the search based on the criteria you have provided, including the status criteria. For example, searching the entire state that is responsible for procuring the requirement normally finds all assigned, unassigned, and surplus inventory in the requirement's inventory site. If you indicate that only unassigned inventory should be searched for, the system will not search for assigned or surplus items. The system initially determines the inventory status to search for by applying the following business rules:

- Surplus inventory and inventory located at an RCOE site is available to any inventory site located in the BellSouth region.
- Emergency inventory located at a warehouse site or at an inventory site is available only to an inventory site located within the responsible state.
- Unassigned non-emergency inventory is available only to an inventory site located within the responsible CMC.

Assigned inventory is available only to the responsible inventory site. You
cannot request that assigned material be transferred because it is unlikely that
an assigned inventory item would be released for transfer. The inventory site
from which the transfer is made can transfer assigned material if it chooses,
but assigned material cannot be requested to be transferred via the Materials
Management application.

If searching for "normal" inventory, the scan searches for inventory items based on the location that you have specified to search as follows:

- State If you are searching an entire state (i.e., a valid state is selected and "(ALL)" is selected for CMC and Inventory Site) and the state to search is not the state responsible for procuring the selected requirement, the system searches for surplus inventory items only. If the state to search is the state responsible for procuring the selected requirement, the system searches for assigned, unassigned, and surplus inventory items which are the responsibility of the requirement's inventory site, searches for unassigned and surplus inventory items which are the responsibility of any other inventory site in the requirement's CMC, and searches for surplus inventory items which are the responsibility of any other inventory site in that state¹⁰.
- CMC If you are searching an entire CMC (i.e., a valid state and CMC are selected and "(ALL)" is selected for Inventory Site) and the CMC to search is not the CMC responsible for procuring the selected requirement, the system searches for surplus inventory items only. If the CMC to search is the CMC responsible for procuring the selected requirement, the system searches for assigned, unassigned, and surplus inventory items which are the responsibility of the requirement's inventory site and searches for unassigned and surplus inventory items which are the responsibility of any other inventory site in that CMC¹¹.

¹⁰ Since the system allows assigned material found in the inventory site where the requirement is needed to be re-assigned, the term "unassigned", when searching for cable in the same inventory site where the requirement is needed, refers to reels that could be partially unassigned. Both the assigned and unassigned portions of the reel are candidates for available material.

¹¹ Since you must transfer an inventory item found in another inventory before it may be assigned, the term "unassigned", when searching for cable in an inventory site different from the requirement's inventory site, refers to reels that are completely unassigned.

• Inventory Site - If you are searching an inventory site (i.e., a valid state, CMC, and inventory site are selected) and the inventory site to search is not in the CMC responsible for procuring the selected requirement, the system searches for surplus inventory items only. If the inventory site to search is not the inventory site responsible for procuring the selected requirement but is in the CMC responsible for procuring the selected requirement, the system searches for unassigned and surplus inventory items which are the responsibility of that inventory site. If the inventory site to search is the same inventory site responsible for procuring the requirement, the system searches for assigned, unassigned, and surplus inventory items which are the responsibility that inventory site.

If the selected requirement is for Central Office Equipment (COE) or if you are searching for "emergency" or "consignment" inventory, the inventory scan applies the following rules:

- If the selected requirement is for COE, in addition to searching in the specified search location, the system also searches for COE inventory items located in all RCOE sites regardless of the search location or the Inventory Status selected.
- If searching for "emergency" inventory, the system searches for emergency material stored at all warehouse sites and at all inventory sites that can store emergency material in the State specified regardless of the CMC, the Inventory Site or the Inventory Status selected.
- If searching for "consignment" inventory, the system searches for consignment material stored at all warehouse sites in the State specified regardless of the CMC, the Inventory Site or the Inventory Status selected.

In addition to meeting the specified criteria, the inventory item must also meet the following conditions to be considered available material:

- it has not been issued,
- its inventory balance is greater than or equal to the smallest quantity needed (if the requirement is for cable) or its inventory balance is greater than zero (if the requirement is for non-cable), and
- it does not have an outstanding transfer request (if the inventory item is found in a different inventory site than where the requirement is needed).

If the search finds inventory items that meet all of the above criteria, the INVENTORY SCAN RESULTS window shown on the following page is displayed; if not, the system displays an appropriate message to indicate that no inventory items were found. Respond to the message by pressing OK.

| - | n Hair Na Angari | | X. V. | Invent | ory S | can | Resi | ılts | | | |
|--|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|----------|--------|--------|---------------------|-------------------------|----------------------|---------|
| Fig. | عا التسميا | | Rer | narks: | | | | | | | |
| · . | Print | Ste | p Material | Description | ı Qu | antity | C F | ^{lį} RESIL | On Job Date | Invento | ry Site |
| | 7 | 3 | 10D1-10 | 0/50 | | | 1 | AG1 | 01/03/1996 | SWL | |
| | | | | · · · · · · · · · · · · · · · · · · · | | | | | | | |
| | | · · · · · · · · · · · · · · · · · · · | | | | | | | | | |
| Found | d Invent | tory Ite | :ms: | | | | | 13 | ecords: 3 shown 3 fc | und [| 100% |
| Mate | rial Descr | iption | Serial Number | Quantity | Status | C F | | Job | Inventory Site | Physical Location | Age |
| 10D1- | 100/50 | | | . 1 | U | | | | ATHEN | | 214 |
| <u> </u> | 100/50 | | | 1 | U | | | | SWL | | 69 |
| 10D1 | 100/50 | | | 1 | U | | | W 0.5.5 | SWL | <u>R</u> Q. | 61 |
| | · · · · · · · · · · · · · · · · · · · | | · · · · · · · · · · · · · · · · · · · | | | | | | | | |
| <u> </u> | | <u> </u> | | | <u> </u> | | : ! | <u></u> | <u> </u> | <u> </u> | |

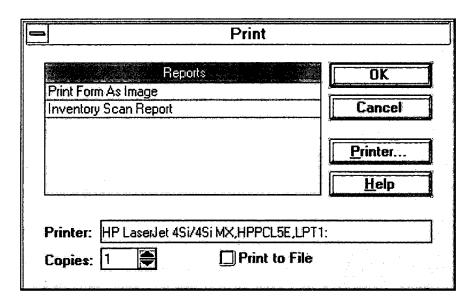
This window displays the results of the inventory scan and inventory items may be assigned or requested for transfer as described earlier.

REFINE THE SEARCH CRITERIA FOR THE INVENTORY SCAN

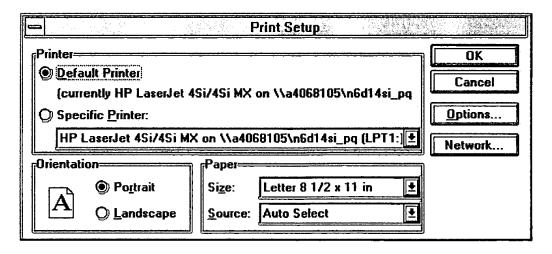
To refine the search criteria, press the Refine Search Criteria toolbar button located on the INVENTORY SCAN RESULTS window or select "Refine Search Criteria" from the Actions menu. The INVENTORY SCAN SEARCH CRITERIA dialog is re-displayed with the criteria previously used to generate the inventory scan. You may change the scan location, maximum records to show, and scan criteria as desired. If there are more inventory items found than were shown, and you wish to see more, increase the value in the Max Records to Show text box. After the changes have been made, resubmit the inventory scan by pressing the OK button. The INVENTORY SCAN RESULTS window displays the results of the new inventory scan.

PRINT AN INVENTORY SCAN REPORT

To print an Inventory Scan Report, press the Printer toolbar button located on the main MATERIALS MANAGEMENT window or select "Print" from the File menu while the INVENTORY SCAN RESULTS window is the active window. The PRINT dialog shown below is displayed.



This dialog allows you to print a report. The Reports grid contains a list of the available reports. The Copies text box sets the number of copies to print and defaults to 1. The Print to File check box allows you to save the report in a file instead of printing it on paper. The Printer text box displays your default printer. To change the printer, press the PRINTER button. The PRINT SETUP dialog shown on the following page is displayed.



This is the Microsoft Windows Print Setup dialog that allows you to change your default printer.

To get help while on the PRINT dialog, press the HELP button. To close the dialog without printing, press the CANCEL button.

To print a copy of the current window as an image (i.e., screen print), select Print Form as Image from the Reports grid and press the OK button. An image of the INVENTORY SCAN RESULTS window is printed.

To print an inventory scan report, select Inventory Scan Report from the Reports grid and press the OK button. An Inventory Scan report similar to the one shown below is generated. Data for the report is collected from the current contents of the Inventory Items grid on the INVENTORY SCAN RESULTS window.

MP-10310

INVENTORY SCAN

Page 1

By: John Doe (yjkoiyt)

Date: 05/10/1996 Job: MA03ISCN

Site:

| Material . | | Balance Custom | | | Physical | | | |
|-------------|---------------|----------------|--------|----------|------------|----------------|----------|-----|
| Description | Serial Number | Quantity | Status | Features | Job Number | Inventory Site | Location | Age |
| BKMA-50 | CB34589 | 50 | U | | | LOUE | INV | 94 |
| BKMA-50 | G5610580 | 310 | _ | | | LOUE | ALT | 63 |
| BKMA-50 | LOUEDL3841 | 50 | U | | | LOUE | INV | 39 |
| BKMA-50 | LOUEEJ0801 | 150 | U | | | LOUE | INV | 4 |

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BellSouth OSPCM

If the Print to File check box is checked when you press OK, the SAVE REPORT TO FILE dialog shown below is displayed.

~~ . · · · · ,

| | Save Report to File | | |
|--|--|-------|------------------------------|
| File Name: Ttxt invscan.txt mft.txt mr-cap.txt mr-cbl.txt mr-hdr.txt mr-line.txt mr-xbpd.txt | Directories: c:\ospcm\report c:\\ cospcm cospcm report | • | OK Cancel Network Read Only |
| Save File as <u>T</u> ype: | Dri <u>v</u> es: | | |
| Text Files (*.txt) | = c: | Ŧ | |
| | | ***** | |

This dialog allows you to identify where you would like to save the report. Select a drive and directory, then specify a file name for the report. Press OK to save the report in the specified file.

Attachment 1:

-0 ...

The following information is printed on the RF-8010 form when unassigning Central Office Equipment:

- Transfer Report No. The state responsible for the inventory item followed by the OSPCM Material Inventory Transaction Number (e.g., KY11184).
- Purpose of Transfer This field always equals "Adj. Accounts".
- Ship/Transfer From (Credit)
 - Location The inventory site responsible for the inventory item.
 - State The state responsible for the inventory item.
 - **Geo. Loc.** The exception geographic location code of the substep to which the inventory item was assigned.
 - Auth. No. The job number to which the inventory item was assigned.
 - RCO The responsibility code of the inventory site responsible for the inventory item.
 - RCC The responsibility code of the inventory site responsible for the inventory item.
 - **Field Code** The field reporting code (FRC) of the substep to which the inventory item was assigned. (i.e., 257C).
 - **Vendor Order Number** The purchase order or select ticket on which the inventory item was shipped.
- Ship/Transfer To (Debit)
 - Location The inventory site responsible for the inventory item.
 - State The state responsible for the inventory item.
 - **Geo. Loc.** The geographic location code of the inventory site responsible for the inventory item.
 - **RCO** The responsibility code of the inventory site responsible for the inventory item.
 - RCC The responsibility code of the inventory site responsible for the inventory item.
 - Func. Code The function code of the Material Held For Future Use account. This field is always equal to "5C5T".
- Transportation Instructions
 - Field Code This field defaults to 6 blanks followed by an "M". Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.
- Engineering Contact
 - **Engineer** The name of the user's supervisor. The "user" is the person who unassigned the inventory item.
 - **Prepared By** The name of the person who unassigned the inventory item. The user's Common Userid (CUID) is used to obtain his/her name.

- **Date** The date the inventory item was unassigned. This field is always equal to the current date.
- **Remarks** Remarks entered at the time the inventory item was unassigned.
- Equipment Description The description of the inventory item unassigned. If the material is serialized, its serial number will be printed following the material description.
- Cond. The condition of the material. This field always equals "G" (good).
- Qty. The quantity of material unassigned.

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- Per This field always equals "EA" (each).
- Yr. Pl. The year the inventory item was receipted into inventory.

The state of the

Attachment 2:

The following information is printed on the RF-8010 form when assigning Central Office Equipment:

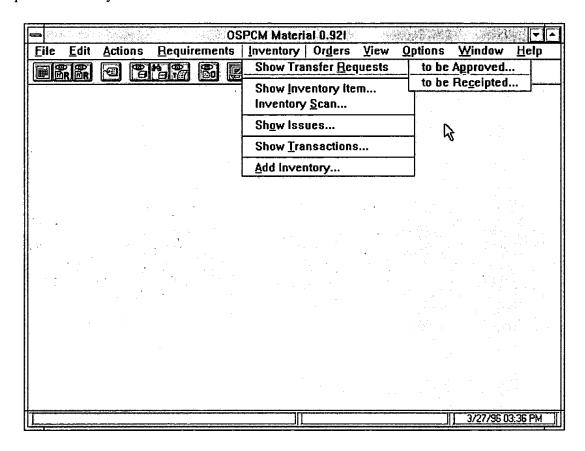
- Transfer Report No. The state responsible for the inventory item followed by the OSPCM Material Inventory Transaction Number (e.g., KY11184)
- Purpose of Transfer This field always equals "Adj. Accounts".
- Ship/Transfer From (Credit)
 - Location The inventory site responsible for the inventory item.
 - State The state responsible for the inventory item.
 - **Geo. Loc.** The geographic location code of the inventory site responsible for the inventory item.
 - Auth. No. The job number for which the inventory item was ordered.
 - **RCO** The responsibility code of the inventory site responsible for the inventory item.
 - RCC The responsibility code of the inventory site responsible for the inventory item.
 - Func. Code The function code of the Material Held For Future Use account. This field is always equal to "5C5T".
- Ship/Transfer To (Debit)
 - Location The inventory site responsible for the inventory item.
 - State The state responsible for the inventory item.
 - **Geo. Loc.** The exception geographic location code of the substep to which the inventory item was assigned.
 - Auth. No. The job number to which the inventory item was assigned.
 - **RCO** The responsibility code of the inventory site responsible for the inventory item.
 - **RCC** The responsibility code of the inventory site responsible for the inventory item.
 - **Field Code** The field reporting code (FRC) of the substep to which the inventory item was assigned (i.e., 257C).
- Transportation Instructions
 - Field Code This field defaults to 6 blanks followed by an "M". Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.
- Engineering Contact
 - **Engineer** The name of the user's supervisor. The "user" is the person who assigned the inventory item.
 - **Prepared By** The name of the person who assigned the inventory item. The user's Common Userid (CUID) is used to obtain his/her name.
 - **Date** The date the inventory item was assigned. This field is always equal to the current date.

- Remarks Remarks entered at the time the inventory item was assigned.
- Equipment Description The description of the inventory item assigned. If the material is serialized, its serial number will be printed following the material description.
- Cond. The condition of the material. This field always equals "G" (good).
- Qty. The quantity of material assigned.
- Per This field always equals "EA" (each).
- Yr. Pl. The year the inventory item was receipted into inventory.

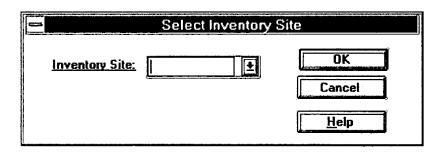
APPROVE A TRANSFER REQUEST

- 321 - Q- _{||} 4

From the Materials Management application window shown below, select "Show Transfer Requests" and then select "to be Approved..." from the Inventory menu. This function is available only if you are a Materials Management Manager, Materials Management Clerk, or a Materials Management Warehouse user and have the authority to update inventory.



If there are no outstanding transfer requests, the system will display an appropriate message. Respond to the message by pressing OK. If there are outstanding transfer requests, the SELECT INVENTORY SITE dialog shown below is displayed.



This dialog allows you to select the inventory site for which transfer requests need to be approved. To do so, provide the following information:

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• Inventory Site - Enter or select a valid inventory site from the Inventory Site combo box. If you are a Materials Management manager or clerk, the drop down list is populated with a list of inventory sites (excluding RCOE and warehouse sites) which currently have transfer requests that require approval and/or transfer requests that have been approved but not yet receipted. If you are a Materials Management warehouse user, the drop down list is populated with a list of warehouse sites and RCOE sites which currently have transfer requests that require approval and/or transfer requests that have been approved but not yet receipted.

To get help while on this dialog, press the HELP button. To close this dialog without selecting an inventory site, press the CANCEL button. To close this dialog and display the transfer requests for the selected inventory site, press the OK button. The system displays an appropriate message if the inventory site entered does not have any transfer requests (i.e., inventory site is not in the drop down list). Respond to the message by pressing OK.

If no errors are found, the APPROVE TRANSFER REQUEST FOR xxxx window shown below is displayed, where xxxx is the selected inventory site.

| | Appro | ove Transf | er Request f | or DIV1 | and the second of the second o | | 2000 |
|----------------------|---------------|--------------------|--------------------------|------------------|--|-------------------|----------|
| Awaiting Approval | | | | | | | |
| Material Description | Serial Number | Requested Qty | Requested From Status | | To Inv Site | Requested Date | Ť |
| ANTW-600 | L062196003 | 5700 | IJ | C Minus Services | ORL1 | 06/21/1996 | Щ |
| ARMM-100 | L072296001 | 310 | U | | ORL1 | 07/22/1996 | |
| Transfer Remarks: | | | | | | | |
| | | | | | | | |
| Approved but not Re | - | LApproved | г | Approva | | | |
| Material Description | Serial Number | Approved Qty | To Inv Site | Approval Date | | | <u></u> |
| | - | Qty 5000 | To Inv Site ORL1 ORL1 | | 96 | | <u> </u> |

From this window you may approve the transfer of an inventory item requested, approve the transfer of a substitute inventory item, reject a transfer request, or cancel the transfer of an inventory item which has not been receipted.

The Awaiting Approval grid displays the inventory items waiting to be approved for transfer by the selected inventory site. The following information is displayed:

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- **Material Description** The material description of the inventory item requested.
- **Serial Number** The serial number of the inventory item requested (if serialized).
- Requested Quantity The quantity of material requested.
- Requested From Status The inventory status from which the material was requested. Values are "U" (unassigned) or "S" (surplus).
- **Physical Location** A symbol here indicates that the inventory item requested is located at an alternate address. No symbol means that the inventory item is located at the selected inventory site.
- To Inv Site The inventory site requesting the transfer.
- Requested Date The date the transfer request was made.

The Approved but Not Receipted grid displays all of the inventory items that have been approved for transfer by the selected inventory site but have not been receipted. The following information is displayed:

- Material Description The material description of the inventory item approved for transfer.
- **Serial Number** The serial number of the inventory item approved for transfer (if serialized).
- Approved Quantity The quantity of material approved for transfer.
- To Inv Site The inventory site requesting the transfer.
- Approval Date The date that the inventory item was approved for transfer.

This symbol appears in the Physical Location column if the inventory item is not physically at the responsible inventory site, but is at an alternate storage location. To view the address of where the inventory item is located, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The PHYSICAL LOCATION dialog shown below is displayed.

۳,

| | Phys | ical Location | | |
|---------------------|---------------------------------------|----------------|-----------|-------|
| Saved Address Code: | MARIETTA | | E | Close |
| Contact Name: | John J. Stevens | | | Help |
| Contact Phone: | (901) 372-8956 | | , Unamera | |
| Company: | Marietta South, Inc. | | | |
| Street: | 234 Union Street | | | |
| Room: | B-7N6A | | | |
| City: | Martin | | | |
| State: | TN | Zip: 382360000 | | |
| , | · · · · · · · · · · · · · · · · · · · | | | |

This dialog displays the location of an inventory item that is not physically located at the inventory site responsible for the material. Information includes the code under which this alternate address was saved, the contact name and phone number, company name, street address, room number, city, state, and zip. To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

TRANSFER THE INVENTORY ITEM REQUESTED

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To approve a transfer request for the inventory item requested, select an inventory item from the Awaiting Approval grid on the APPROVE TRANSFER REQUEST window. The following information is displayed in the area below the grid:

- Available Quantity The inventory balance of the material in the requested status at the location where it exists. For example, there exists an unassigned inventory balance of 600 for AFAW-100 at alternate address 123 1st Street or a surplus inventory balance of 500 for AFAW-100 at inventory site LOUE.
- Transfer Quantity The quantity of material to be transferred. If the request is for serialized inventory, the Transfer Quantity is set equal to the available quantity. This is because the entire serialized quantity must be transferred. If the request is for non-serialized inventory, the Transfer Quantity is set equal to the lesser of the available quantity or the requested quantity. This is because you cannot transfer more inventory than is available nor transfer more non-serialized inventory than has been requested. The quantity to be transferred may be changed if the inventory item to be transferred is non-serialized. However, the quantity entered may not be greater than the quantity available nor greater than the quantity requested to be transferred.
- Request Remarks This text box displays the remarks entered at the time the inventory item was requested for transfer. If no remarks were entered, this field is blank.

To record remarks with the Transfer material inventory transaction created at the time the request is approved, enter your remarks in the Transfer Remarks text box.

To approve the transfer of the selected inventory item, press the Transfer Item toolbar button located on the APPROVE TRANSFER REQUEST window or select "Approve Transfer" from the Actions menu. The system displays an appropriate message under the following conditions:

- If you try to approve a transfer and the inventory item no longer has an available quantity, an error message is displayed. Respond to the message by pressing OK.
- If you try to transfer a quantity greater than zero but less than the quantity requested, the system displays a warning message. Respond to the warning message by pressing YES if you still wish to transfer the item or NO if you do not want to transfer the item.

If no errors are found, the system approves the transfer request as follows:

- The transfer request is put into the "approved" status.
- The inventory item is put into the "in-transit" status and a Transfer material inventory transaction is recorded. The inventory item will remain the responsibility of the "from" inventory site until receipted in the "to" inventory site.
- The Transfer transaction is marked as not to be sent to Asset Management.
- If the transferred quantity is less than the requested quantity, each material requirement for which the transfer was requested has its remaining needed quantity re-calculated. If greater than zero, the requirement is put back into the "needed" status and marked ready to be fulfilled.
- If the transferred quantity is greater than or equal to the requested quantity, each material requirement for which the transfer was requested is put into the "transferred" status.

TRANSFER A SUBSTITUTE INVENTORY ITEM

If the inventory item requested to be transferred is no longer available (the Available Quantity equals zero) or you do not want to transfer that inventory item for some reason, you may search for suitable substitutes and choose one of these to transfer. When substituting material, all but a serial number change should be agreed upon by the inventory site that requested the transfer to be sure that the item is a suitable substitute.

If you would like to transfer a substitute item, select an inventory item from the Awaiting Approval grid and press the Find Substitutes toolbar button located on the APPROVE TRANSFER REQUEST window or select "Transfer Substitute Item" from the Actions menu. A process is initiated to search for inventory items that could be used as substitutes as follows:

• If the selected transfer request is for cable, the inventory scan searches for unassigned, surplus, or assigned inventory items which have not been issued that have the same material description as requested and have an inventory balance greater than or equal to the quantity requested.

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¹ Since a reel of cable may have both unassigned and assigned balances, the term "unassigned", when searching for cable to transfer from your inventory site, refers to reels that could be partially unassigned.

• If the selected transfer request is for non-cable, the inventory scan searches for unassigned, surplus, or assigned inventory items which have not been issued that have the same material description as requested and have an inventory balance greater than zero.

If there are inventory items that meet this criteria, the AVAILABLE SUBSTITUTES window shown below is displayed; if not, the system displays an appropriate message to indicate that no inventory items were found. Respond to the message by pressing OK.

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| Requested Quantity | Tr | ansfer Q | OK Cancel | | | |
|----------------------|----------------------|---|--------------|------------|-----|--------------|
| Material Description | C Serial F Number | Physical Location | Status | Quantity ! | Age | |
| ANAW-100 | 9898 | <u> , , , , , , , , , , , , , , , , , , ,</u> | Ù ' | 850 | 143 | <u>H</u> elp |
| ANAW-100 | SVVLC04337 | | Α | 1000 | 2 | |
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This dialog allows you to select a substitute inventory item to transfer in place of the inventory item requested. The following information is displayed:

- Requested Quantity The quantity of material requested to be transferred.
- **Transfer Quantity** The quantity to be transferred. It is initially set to zero and is increased as inventory items are selected to be transferred.

The grid on this dialog displays the inventory items found that could be used as a substitute for the inventory item requested. The following information is displayed:

- Material Description The material description of the inventory item.
- Custom Features (abbreviated CF) A symbol here indicates that the inventory item has custom material features (e.g., inside pulling eye).
- Serial Number The serial number of the inventory item (if serialized).
- **Physical Location** A symbol here indicates that the inventory item is located at an alternate address. No symbol means that the inventory item is located at the inventory site responsible for the material.

- Status The inventory status of the inventory item. Values are "U" (unassigned), "S" (surplus), or "A" (assigned).
- Quantity The inventory balance of the inventory item in that status at that location.
- Age The age of the inventory item in days. If this is non-serialized material and the individual items were receipted on different days, the age displayed will be that of the oldest item. If the age of the inventory item is greater than 9999 days, asterisks will appear in this column.

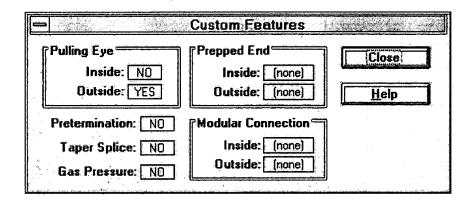
This symbol appears in the Physical Location column if the inventory item is not physically at the responsible inventory site, but is at an alternate storage location. To view the address of where the inventory item is located, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The PHYSICAL LOCATION dialog shown below is displayed.

| | Physical Location | |
|---------------------|----------------------|--------|
| Saved Address Code: | MARIETTA | Cose |
| Contact Name: | John J. Stevens | Help 1 |
| Contact Phone: | (901) 372-8956 | |
| Company: | Marietta South, Inc. | |
| Street: | 234 Union Street | |
| Room: | B-7N6A | |
| City: | Martin | |
| State: | TN Zip: 382360000 | |

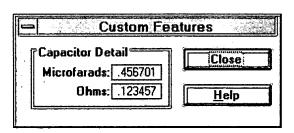
This dialog displays the location of an inventory item that is not physically located at the inventory site responsible for the material as described earlier.

This symbol appears in the Custom Features column (abbreviated CF) if the inventory item found has custom features. To view the custom features, double-click on the symbol or use the arrow keys to move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed. The custom features displayed will vary with the type of inventory item.

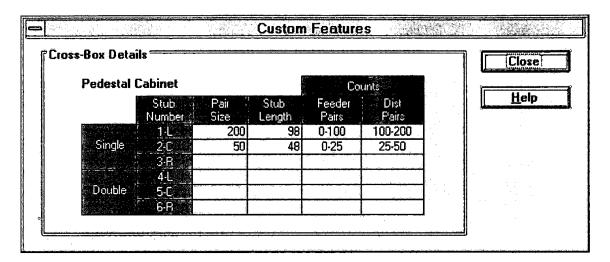
If the inventory item selected is cable, the dialog displays the custom features associated with cable as shown below. Information includes whether or not the inventory item has pulling eyes, prepped ends, preterminations, a taper splice, gas pressure, or modular connections.



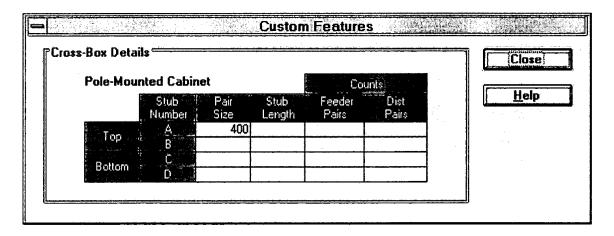
If the inventory item selected is a capacitor, the dialog displays the custom features associated with capacitors as shown below. Information includes the microfarads and/or ohms of the capacitor.



If the inventory item selected is a non-standard pedestal cross-box, the dialog displays its configuration as shown below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.



If the inventory item selected is a non-standard pole-mounted cross-box, the dialog displays its configuration as shown below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.



To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

To get help while on the AVAILABLE SUBSTITUTES dialog, press the HELP button. If you decide not to transfer a substituted item, press the CANCEL button to close this dialog and either approve the transfer of the requested inventory item or reject the transfer request. The procedure for rejecting a transfer request is described later in this document.

If you decide to transfer a substitute inventory item from the list of available substitutes, select the inventory item(s) you wish to transfer. You may select multiple inventory items only if the inventory items are non-serialized and located in the same physical location. As an inventory item is selected, the Transfer Quantity is increased by the inventory balance of that inventory item. If transferring non-cable, the Transfer Quantity is not allowed to exceed the Requested quantity and is set equal to the lesser of the sum of the quantities selected to be transferred or the Requested Quantity. If transferring non-serialized material, you may decrease the Transfer Quantity if the entire balance is not to be transferred.

After selecting the inventory item(s) to transfer, press the OK button. The system displays a warning message if you try to transfer less material than has been requested. Respond to the warning message by pressing YES if you still wish to transfer the items or NO if you do not want to transfer the items.

If no errors are found and the selected inventory item is in the assigned status, the RELEASE ASSIGNMENTS dialog shown below is displayed. You must first unassign the material before transferring it.

| | | R | elea | <u>ase Assi</u> | gnments | | |
|--------------|----------|------------------------|--|--|--|---|--|
| | | 00/30 | | | | | OK |
| | | Quantity | W | Work | | Issue Date | Cancel |
| 1 | 5 | Assigned 50 | _ | | 10/15/1995 | | <u>H</u> elp |
| | | | | | | | |
| - 1 | | | | | | | |
| | | | | | | | _ |
| _ | | | | | | | |
| | uantity: | uantity: 50 Print Step | tription: 1081-200/30 uantity: 50 Print Step Quantity Assigned | ### 1081-200/30 ################################# | eription: 1081-200/30 uantity: 50 Print Step Quantity W Work Assigned E Action | uantity: 50 Release Quantity: 0 Print Step Quantity W Work On Job Date Assigned E Action | uantity: 50 Release Quantity: 0 Print Step Quantity W Work On Job Date Issue Date E Action |

This dialog allows you to unassign material from a requirement listed in the grid in order to have it transferred and assigned to another requirement. The following information is displayed above the grid.

- **Material Description** The description of the inventory item to be unassigned.
- Requested Quantity The quantity of material requested to be transferred.
- Release Quantity The quantity to be unassigned. If the inventory item is non-serialized, the Release Quantity is initially set to zero and is increased as requirements are selected to have material unassigned. If the inventory item is serialized, the Release Quantity is set equal to the inventory balance of the inventory item.

The grid on this dialog displays each requirement to which the selected inventory item is currently assigned. The following information is displayed:

- **Job** The job to which the inventory item is assigned.
- **Print** The job print to which the inventory item is assigned.
- Step The job step to which the inventory item is assigned.
- Quantity Assigned The portion of the inventory balance that is assigned to the requirement.
- Work Environment (abbreviated WE) The work environment for which the inventory item is needed (e.g., B = buried).
- Work Action The type of work for which the inventory item is needed (e.g., PLAC = Placing)
- On Job Date The date the material is needed on the job (Scheduled Start Date On Job Interval).
- Issue Date The date the inventory item was issued for use on this requirement. If the inventory item has not been issued, this column is blank.

To get help while on this dialog, press the HELP button. If you decide not to approve the transfer of assigned material, press the CANCEL button to close this dialog.

If the inventory item is serialized, all requirements are automatically selected by the system when the RELEASE ASSIGNMENTS dialog is opened because the entire serialized quantity must be unassigned before it can be transferred. If the inventory item is non-serialized, you must select the requirement(s) from which the inventory item should be unassigned.

As requirements are selected, the Release Quantity is increased by the quantity assigned to that requirement. If the inventory item is non-cable, the Release Quantity is not allowed to exceed the Requested Quantity and is set equal to the lesser of the sum of the quantities selected to be unassigned or the Requested Quantity. Type any remarks in the Remarks text box that you wish to have recorded with the Unassignment transaction.

To release the assignment, press the OK button. The system displays an appropriate message under the following conditions:

- If the selected requirement's material has been issued and there is only one assignment or the inventory item is serialized, the system displays a message indicating that the assignment cannot be released because the inventory item has been issued.
- If the inventory item is non-serialized and multiple requirements have been selected and at least one of the selected requirements has had its material issued, the system displays a message indicating that a selected requirement has had its material issued and asking if you want the system to release the assignments that have not been issued. Respond to the message by pressing YES if you want to release the un-issued assignments. Respond to the message by pressing NO if you do not want to release the un-issued assignments.
- If no requirement is selected to have its material unassigned, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the system releases the assignment as follows:

- The inventory item is unassigned from the selected requirement(s) for the quantity to be released and an Unassignment material inventory transaction is recorded for each unassignment made.
- If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

• If you released an assignment of Central Office Equipment, form RF-8010 is printed to move the material from the Field Reporting Code (FRC) and Geographic Location Code (GLC) of the requirement to which it was previously assigned to the 1220.1412 (Material Held For Future Use) account (See attachment 1).

After any assigned inventory is unassigned, the system approves the transfer of the substituted item as follows:

- The transfer request is put into the "approved" status.
- Each selected inventory item is put into the "in-transit" status for the quantity to be transferred and a Transfer material inventory transaction is recorded. The inventory item will remain the responsibility of the "from" inventory site until receipted in the "to" inventory site.
- The Transfer transaction is marked as not to be sent to Asset Management.
- If the transferred quantity is less than the requested quantity, each material requirement for which the transfer was requested has its remaining needed quantity re-calculated. If greater than zero, the requirement is put back into the "needed" status and marked ready to be fulfilled.
- If the transferred quantity is greater than or equal to the requested quantity, each material requirement for which the transfer was requested is put into the "transferred" status.

REJECT A TRANSFER REQUEST PRIOR TO APPROVAL

If you find that the inventory item requested to be transferred is no longer available (the Available Quantity equals zero) or you do not want to approve the transfer for some reason, you may reject the transfer request.

To reject a transfer request, select an inventory item from the Awaiting Approval grid and press the Reject Transfer Request toolbar button located on the APPROVE TRANSFER REQUEST window or select "Reject Transfer Request" from the Actions menu. If no errors are found, the system rejects the transfer request as follows:

- The transfer request is deleted.
- Each material requirement for which the transfer was requested has its remaining needed quantity re-calculated. If greater than zero, the requirement is put back into the "needed" status and marked ready to be fulfilled.

CANCEL AN APPROVED TRANSFER REQUEST

If a transferred inventory item has not yet been receipted, you may cancel the transfer. For example, you decide to transfer a different inventory item or the requesting site made a phone call to cancel the transfer before the material was shipped.

To cancel a transfer, select an inventory item from the Approved but Not Receipted grid and press the Cancel Transfer toolbar button located on the APPROVE TRANSFER REQUEST window or select "Cancel Approved Transfer" from the Actions menu. If no errors are found, the system cancels the transfer as follows:

- The transfer request is put back into the "unapproved" status.
- The inventory item is moved from the "in-transit" status back to its previous status, unless its previous status was "assigned", and a Transfer Reversal material inventory transaction is recorded. An inventory item that had its assignments released in order to be transferred is not assigned back to its original requirement(s) when the transfer is cancelled. Instead, it is put into the "unassigned" status.
- Each material requirement for which the material was transferred is put back into the "transfer requested" status.
- The Transfer Reversal transaction is marked as not to be sent to Asset Management.

The transfer request may then be approved at a later date or rejected.

To close the APPROVE TRANSFER REQUEST window, double-click the control box located in the upper left corner of the window. If any material was transferred, one of the following forms is printed:

- If transferring Central Office Equipment, form RF-8010 is printed to move the material from the 1220.1412 account in the "from" inventory site to the 1220.1412 account in the "to" inventory site (see attachment 2).
- If transferring material other than Central Office Equipment, form RF-6241-M is printed (see attachment 3).

These forms should serve as the packing slip when shipping the material to the "to" inventory site.

Attachment 1:

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The following information is printed on the RF-8010 form when unassigning Central Office Equipment:

- Transfer Report No. The state responsible for the inventory item followed by the OSPCM Material Inventory Transaction Number (e.g., KY11184)
- Purpose of Transfer This field always equals "Adj. Accounts".
- Ship/Transfer From (Credit)
 - Location The inventory site responsible for the inventory item.
 - State The state responsible for the inventory item.
 - **Geo. Loc.** The exception geographic location code of the substep to which the inventory item was assigned.
 - Auth. No. The job number to which the inventory item was assigned.
 - **RCO** The responsibility code of the inventory site responsible for the inventory item.
 - **RCC** The responsibility code of the inventory site responsible for the inventory item.
 - **Field Code** The field reporting code (FRC) of the substep to which the inventory item was assigned (i.e., 257C).
 - **Vendor Order Number** The purchase order or select ticket on which the inventory item was shipped.
- Ship/Transfer To (Debit)
 - Location The inventory site responsible for the inventory item.
 - State The state responsible for the inventory item.
 - **Geo. Loc.** The geographic location code of the inventory site responsible for the inventory item.
 - **RCO** The responsibility code of the inventory site responsible for the inventory item.
 - RCC The responsibility code of the inventory site responsible for the inventory item.
 - Func. Code The function code of the Material Held For Future Use account. This field is always equal to "5C5T".
- Transportation Instructions
 - Field Code This field defaults to 6 blanks followed by an "M". Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.
- Engineering Contact
 - Engineer The name of the user's supervisor. The "user" is the person who unassigned the inventory item.
 - Prepared By The name of the person who unassigned the inventory item. The user's Common Userid (CUID) is used to obtain his/her name.

- **Date** The date the inventory item was unassigned. This field is always equal to the current date.
- **Remarks** Remarks entered at the time the inventory item was unassigned.
- Equipment Description The description of the inventory item unassigned. If the material is serialized, its serial number will be printed following the material description.
- Cond. The condition of the material. This field always equals "G" (good).
- Qty. The quantity of material unassigned.
- Per This field always equals "EA" (each).
- Yr. Pl. The year the inventory item was receipted into inventory.

Attachment 2:

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The following information is printed on the RF-8010 form when transferring Central Office Equipment:

- Transfer Report No. The state from which the inventory item was transferred followed by the OSPCM Material Inventory Transaction Number (e.g., KY11184)
- Purpose of Transfer This field always equals "Adj. Accounts".
- Ship/Transfer From (Credit)
 - **Location** The inventory site from which the inventory item was transferred.
 - State The state from which the inventory item was transferred.
 - **Geo. Loc.** The geographic location code of the inventory site from which the inventory item was transferred.
 - **RCO** The responsibility code of the inventory site from which the inventory item was transferred.
 - **RCC** The responsibility code of the inventory site from which the inventory item was transferred.
 - Func. Code The function code of the Material Held For Future Use account. This field is always equal to "5C5T".
- Ship/Transfer To (Debit)
 - **Location** The inventory site to which the inventory item was transferred.
 - State The state to which the inventory item was transferred.
 - **Geo. Loc.** The geographic location code of the inventory site to which the inventory item was transferred.
 - **RCO** The responsibility code of the inventory site to which the inventory item was transferred.
 - RCC The responsibility code of the inventory site to which the inventory item was transferred.
 - Func. Code The function code of the Material Held For Future Use account. This field is always equal to "5C5T".
- Transportation Instructions
 - Field Code This field defaults to 6 blanks followed by an "M". Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.
- Engineering Contact
 - **Engineer** The name of the user's supervisor. The "user" is the person who transferred the inventory item.
 - **Prepared By** The name of the person who transferred the inventory item. The user's Common Userid (CUID) is used to obtain his/her name.

- **Date** The date the inventory item was transferred. This field is always equal to the current date.
- **Remarks** Remarks entered at the time the inventory item was transferred.
- Equipment Description The description of the inventory item transferred. If the material is serialized, its serial number will be printed following the material description.
- Cond. The condition of the material. This field always equals "G".
- Qty. The quantity of material transferred.

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- **Per** This field equal "EA" if non-cable is transferred or equals "FT" if cable is transferred.
- Yr. Pl. The year the inventory item was receipted into inventory.

Attachment 3:

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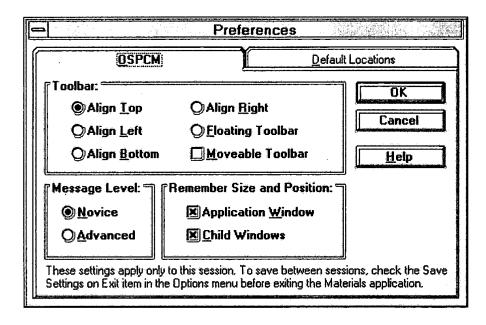
The following information is printed on the RF-6241-M form when transferring non-Central Office Equipment:

- Shipped To
 - Name The name of the person responsible for the inventory site from which the inventory item was transferred.
 - **Tel. No.** The telephone number of the person responsible for the inventory site from which the inventory item was transferred.
 - **Geoloc** The geographic location code of the inventory site from which the inventory item was transferred.
 - Street Address The street address of the inventory site from which the inventory item was transferred.
 - City & State The city and state of the inventory site from which the inventory item was transferred.
- Shipped From
 - Name The name of the person responsible for the inventory site to which the inventory item was transferred.
 - **Tel. No.** The telephone number of the person responsible for the inventory site to which the inventory item was transferred.
 - **Geoloc** The geographic location code of the inventory site to which the inventory item was transferred.
 - Street Address The street address of the inventory site to which the inventory item was transferred.
 - **City & State** The city and state to which the inventory item was transferred.
- **Description** The material description of the inventory item transferred.
- **Serial Number** The serial number of the inventory item transferred (if serialized).
- Quantity The quantity of material transferred.

SET PREFERENCES

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To set user preferences, select "Preferences" from the Options menu on the Materials Management application window. The PREFERENCES dialog shown below is displayed.



Each tab on the PREFERENCES dialog provides a different function.

SET TOOLBAR POSITION

To set the position of the main Materials Management toolbar for the current session, select one of the following options from the Toolbar frame located on the OSPCM tab:

- Align Top To position the toolbar at the top of the window, select Align Top. This is the default location for the toolbar.
- Align Right To position the toolbar along the right side of the window, select Align Right.
- Align Left To position the toolbar along the left side of the window, select Align Left.
- Align Bottom To position the toolbar at the bottom of the window, select Align Bottom.
- Floating Toolbar To place the toolbar in its own window, select Floating Toolbar.

To allow the toolbar to be moved by clicking and dragging, check Moveable Toolbar.

SET MESSAGE LEVEL

To indicate at which level you would like messages displayed for the current session, select one of the following options from the Message Level frame located on the OSPCM tab:

- Novice Select Novice if you are new to the Materials Management application. As a novice user, all messages will be displayed to you in the form of a dialog window. You must provide a response before you may continue.
- Advanced Select Advanced if you are familiar with the Materials Management application. As an advanced user, most messages are displayed on the status bar in the Last Action panel. Only messages that require a user response are displayed as a dialog.

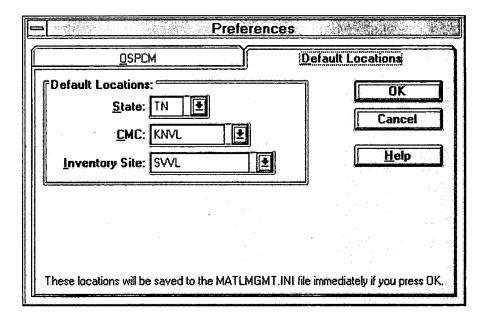
SAVE SIZE AND POSITION OF WINDOWS

To save the size and position of windows each time they are closed during the current session, select one or more of the following options from the Remember Size and Position frame located on the OSPCM tab:

- Application Window To save the size and position of the main window, check Application Window.
- Child Windows To save the size and position of child windows, check Child Windows.

SET DEFAULT LOCATIONS

To set the default locations to be used during the current session, click the Default Location tab as shown below.



The default locations will be used in various combo boxes throughout the Materials Management application. To set the default location, identify the state, CMC, and inventory site as follows:

- State Type or select a valid state from the State combo box. The drop down contains a list of all nine states in the BellSouth region,
- CMC Type or select a valid CMC from the CMC combo box. The drop down contains a list of all CMCs in the selected state.
- Inventory Site Type or select a valid inventory site from the Inventory Site combo box. The drop down contains a list of all inventory sites in the selected CMC.

To get help while on the PREFERENCES dialog, press the HELP button. To close this dialog without saving the changes made, press the CANCEL button. To close this dialog and save the changes made, press the OK button.

The changes made on the OSPCM tab will be made for the current session only. To save these changes between sessions, check the Save Settings on Exit item in the Options menu before exiting the Materials Management application.

Changes made on the Default Locations tab will be saved between sessions without having to check Save Settings on Exit. Any changes made to the default locations during a session will become the new default. For example, if your default inventory site is LOUE and you display an inventory item in inventory site LKWE, LKWE becomes the new default inventory site. To return to your original default settings, open the PREFERENCES dialog and press OK.

IDENTIFY TODAY'S REQUIREMENTS

This process runs nightly after midnight following the OSPCM scheduling process to determine the material requirements that need to be satisfied today so that they are available when the job is scheduled to be worked. Since a material requirement may be satisfied with either an order or with material already in inventory, this process assumes that the material requirement will be satisfied with a new order because ordering material usually takes longer.

The process determines if a material requirement on an EWO job needs to be satisfied today by comparing its calculated order date with the current date. If all the following criteria are met, the requirement is flagged as needing to be fulfilled today:

- the status of the job for which the requirement exists is "open",
- the job for which the requirement exists is approved (i.e., the job has an approval date),
- the status of the requirement is "open",
- the material status of the requirement is "needed", and
- the order date of the requirement is less than or equal to the current date.

These requirements may then be retrieved and satisfied by a Material Service Coordinator (MSC), a Customer Service Team member, a Marketing Provisioning Team member, a construction supervisor, or a construction clerk.

INTRODUCTION

The Materials Management Business Solution Area I deals with satisfying a material requirement on an Outside Plant Construction Engineering Work Order (EWO) or a Plant Work Order (PWO) job with new material. All new material is obtained through a real-time interface with OrderMaster, the front-end interface to REGIS and CAPRI. All PIDed items, those with a Product Identifier, are sent from OrderMaster to REGIS to be fulfilled, if possible, by a BellSouth Telecommunications (BST) warehouse. All non-PIDed items are sent from OrderMaster to CAPRI to be fulfilled by an outside vendor, such as AT&T. This Business Solution area is broken down into eight sections:

- Calculate Order Date
- Identify Today's Requirements
- Order Material Requirements
- View an Order
- Receive Shipment Details
- Receipt Ordered Material
- Send Receipt Notification to CAPRI
- Set Preferences

Each section is briefly described and then broken down into the actual navigational flow through the presentation and/or process. The purpose of this document is to gain consensus as to the deliverable for Materials Management Business Solution Area I.

The first section deals with calculating the order date for a material requirement. This process is called by the OSPCM Scheduling application each time a scheduling activity obtains a new schedule start date.

The second section deals with identifying material requirements that need to be satisfied today so that the material is available when the job is scheduled to be worked. An automated process will execute each night to identify those requirements for any open (i.e., not closed, cancelled, or completed) EWO-job that has been approved. The process will flag any open substep within that job that needs material and whose order date is less than or equal to today as having a material requirement that needs to be satisfied today. Each flagged substep may later be retrieved by a Visual Basic (VB) presentation window.

¹ A PWO job will not be automatically identified as needing requirements to be fulfilled. These requirements must be identified manually and ordered on an individual basis.

The third section deals with satisfying a material requirement with a new order. This area allows you to retrieve requirements for a specific job or to retrieve those requirements identified as needing to be satisfied today. The former is the method of choice in an emergency situation. The system provides a presentation that allows you to display a specific job or a list of jobs that have material requirements that need to be satisfied today. You then select those requirements you wish to order. The selected requirements are pre-processed and grouped into one or more orders/order items due to aggregation and various other ordering rules. The system provides a presentation that allows you to view each order created before it is sent to OrderMaster. Appropriate changes can be made at this time, such as de-aggregating requirements aggregated to an order item within the order or changing the location to which an order should be shipped. You then send each order to OrderMaster separately. OrderMaster returns an OrderMaster Number ("Q" Number) if the order was processed successfully, indicates that the order has been queued, or indicates that an error was found.

The fourth section involves viewing an order which has already been sent to OrderMaster. This area allows you to retrieve a specific order and view details about that order and its associated line items. You may display a specific order via its OrderMaster Number, a Purchase Order Number or Select Ticket Number on which the order was or will be fulfilled, or via the Job Number for which the material was ordered.

The fifth section involves receiving shipment details from the procurement systems for an ordered item. An automated process will run each time shipment details are received from either REGIS or CAPRI. Shipment details are received from REGIS when a select ticket is created, each time a select ticket number changes (e.g. future day ticket to current day ticket), when the quantity or material to be shipped is changed, when a select ticket item is cancelled, or when the select ticket is loop closed indicating that the material has been shipped. Shipment details are received from CAPRI when a purchase order is created, when a shipment date has changed, or when a purchase order item is cancelled.

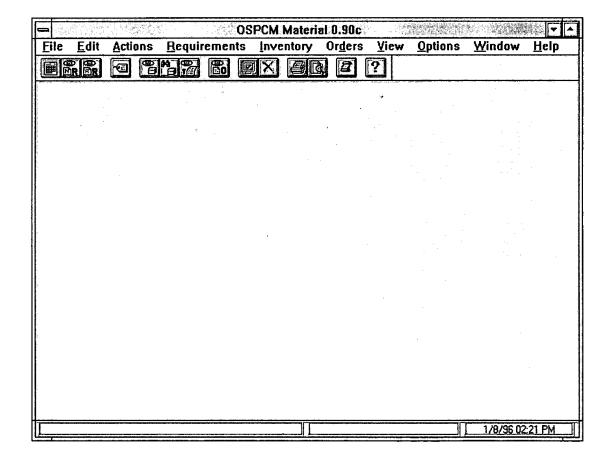
The sixth section involves receipting ordered material into inventory once the material has been shipped and delivered to the appropriate location. You have the choice of retrieving items to be receipted either by the OrderMaster Number on which the material was ordered or by the Purchase Order Number(vendor orders) or Select Ticket Number (BST warehouse orders) on which the material was shipped. The system provides a presentation that allows you to display order items within a specific order, order items shipped on a specific Purchase Order, or order items shipped on a specific Select Ticket. A list of items already receipted or to be receipted is displayed. The material can be receipted into inventory as unassigned material, receipted into inventory and assigned to the appropriate substep within the job for which it was ordered, or receipted into inventory and flagged as material to be returned.

The seventh section involves sending receipt notification to CAPRI, the system that processes outside vendor orders. All material ordered from an outside vendor must be reported to CAPRI after it has been received into inventory so that CAPRI may authorize payment to the vendor. This section describes MATERIALS MANAGEMENT's daily interface to report order receipts to CAPRI. Since this is an automatic process initiated by the system on a daily basis, there is no user interface.

The eighth section involves setting user preferences. The system provides a presentation that allows you to set various preferences, such as the toolbar's position and a default location to be used throughout the application.

The navigation through the Materials Management application is done from the Materials Management application window, which has a button toolbar and pulldown menus to drive user selections.

The application window for Materials Management is shown below.



The first eight toolbar buttons on the OSPCM Material window apply only to Materials Management. Their functions are as follows:

- Show Today's Requirements
- Show a Job's Needed Requirements
- Show All Requirements for a Job
- Receipt an Order
- Show Inventory Item
- Inventory Scan
- Show Transactions
- Show an Order Summary

The remaining toolbar buttons are standard buttons that appear in all OSPCM applications. The first, second, fourth, and eight toolbar buttons are described in this document. The other Materials Management buttons are described in later business solutions.

INTRODUCTION

The Materials Management Business Solution Area I deals with satisfying a material requirement on an Outside Plant Construction Engineering Work Order (EWO) or a Plant Work Order (PWO) job with new material. All new material is obtained through a real-time interface with OrderMaster, the front-end interface to REGIS and CAPRI. All PIDed items, those with a Product Identifier, are sent from OrderMaster to REGIS to be fulfilled, if possible, by a BellSouth Telecommunications (BST) warehouse. All non-PIDed items are sent from OrderMaster to CAPRI to be fulfilled by an outside vendor, such as AT&T. This Business Solution area is broken down into eight sections:

- Calculate Order Date
- Identify Today's Requirements
- Order Material Requirements
- View an Order
- Receive Shipment Details
- Receipt Ordered Material
- Send Receipt Notification to CAPRI
- Set Preferences

Each section is briefly described and then broken down into the actual navigational flow through the presentation and/or process. The purpose of this document is to gain consensus as to the deliverable for Materials Management Business Solution Area I.

The first section deals with calculating the order date for a material requirement. This process is called by the OSPCM Scheduling application each time a scheduling activity obtains a new schedule start date.

The second section deals with identifying material requirements that need to be satisfied today so that the material is available when the job is scheduled to be worked. An automated process will execute each night to identify those requirements for any open (i.e., not closed, cancelled, or completed) EWO-job that has been approved. The process will flag any open substep within that job that needs material and whose order date is less than or equal to today as having a material requirement that needs to be satisfied today. Each flagged substep may later be retrieved by a Visual Basic (VB) presentation window.

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¹ A PWO job will not be automatically identified as needing requirements to be fulfilled. These requirements must be identified manually and ordered on an individual basis.

The third section deals with satisfying a material requirement with a new order. This area allows you to retrieve requirements for a specific job or to retrieve those requirements identified as needing to be satisfied today. The former is the method of choice in an emergency situation. The system provides a presentation that allows you to display a specific job or a list of jobs that have material requirements that need to be satisfied today. You then select those requirements you wish to order. The selected requirements are pre-processed and grouped into one or more orders/order items due to aggregation and various other ordering rules. The system provides a presentation that allows you to view each order created before it is sent to OrderMaster. Appropriate changes can be made at this time, such as de-aggregating requirements aggregated to an order item within the order or changing the location to which an order should be shipped. You then send each order to OrderMaster separately. OrderMaster returns an OrderMaster Number ("Q" Number) if the order was processed successfully, indicates that the order has been queued, or indicates that an error was found.

The fourth section involves viewing an order which has already been sent to OrderMaster. This area allows you to retrieve a specific order and view details about that order and its associated line items. You may display a specific order via its OrderMaster Number, a Purchase Order Number or Select Ticket Number on which the order was or will be fulfilled, or via the Job Number for which the material was ordered.

The fifth section involves receiving shipment details from the procurement systems for an ordered item. An automated process will run each time shipment details are received from either REGIS or CAPRI. Shipment details are received from REGIS when a select ticket is created, each time a select ticket number changes (e.g. future day ticket to current day ticket), when the quantity or material to be shipped is changed, when a select ticket item is cancelled, or when the select ticket is loop closed indicating that the material has been shipped. Shipment details are received from CAPRI when a purchase order is created, when a shipment date has changed, or when a purchase order item is cancelled.

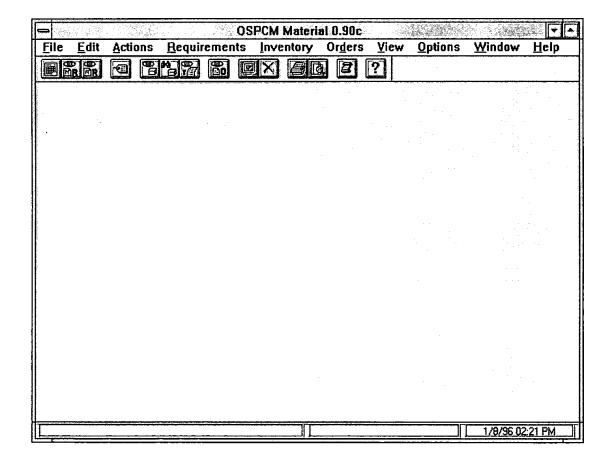
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The eighth section involves setting user preferences. The system provides a presentation that allows you to set various preferences, such as the toolbar's position and a default location to be used throughout the application.

The navigation through the Materials Management application is done from the Materials Management application window, which has a button toolbar and pulldown menus to drive user selections.

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- Inventory Scan
- Show Transactions
- Show an Order Summary

The remaining toolbar buttons are standard buttons that appear in all OSPCM applications. The first, second, fourth, and eight toolbar buttons are described in this document. The other Materials Management buttons are described in later business solutions.

ORDER MATERIAL REQUIREMENTS

This section deals with satisfying a material requirement with a new order. To order a material requirement, you must first view the substeps within a job that has at least one material requirement to be satisfied¹. You may do this in one of two ways.

• View all of the requirements that need to be satisfied today (i.e., the substep for which the requirement is needed has an order date less than or equal to the current date).

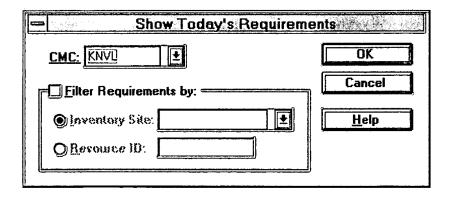
OR

• View all of a job's needed requirements regardless of when they need to be ordered (i.e., the substep for which the requirement is needed may have an order date greater than the current date or may not yet have had an order date calculated)².

SHOW TODAY'S REQUIREMENTS

Today's requirements are those requirements that need to be satisfied today so that they are available by the time the job is ready to be worked.

To view the requirements that need to be satisfied today, press the Show Today's Requirements toolbar button located on the Materials Management application window or select "Show Today's Requirements..." from the Requirements menu. The SHOW TODAY'S REQUIREMENTS dialog shown below is displayed. This function is available only if you are a Materials Management manager or clerk and you have the authority to order material.



¹ A substep is a breakdown of work required on a job step.

² The substep for which a requirement is needed does not have an order date calculated until it has gone through the scheduling process and is scheduled to begin work within 10 weeks of the current date (See Calculate Order Date section).

This dialog allows you to select the scope for which material requirements that need to be satisfied today should be displayed. You must provide the following information:

• CMC - Select or type a Construction Management Center (CMC) name in the CMC combo box, which contains a list of all CMCs in the states for which you may order material. This field defaults to the CMC you selected as your default CMC on the PREFERENCES window, which is described later in this document. If the selected CMC default is not in a state for which you may order material, this field defaults to the first CMC listed in the CMC dropdown list. If a CMC is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

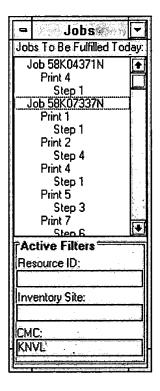
Optionally, you may select the Filter Requirements By check box to display only certain requirements within the selected CMC. Select one of the following choices:

- Inventory Site To display only requirements for a specific inventory site, select or type an inventory site name in the Inventory Site combo box, which contains a list of inventory sites for the specified CMC that currently have material requirements that need to be satisfied today. If an inventory site is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK. Inventory Site is the default radio button.
- Resource ID To display only requirements that are assigned to a specific resource ID, type a resource ID in the Resource ID text box.

To get help while on this dialog, press the HELP button. To close the dialog without displaying today's requirements, press the CANCEL button. To display the list of jobs that have requirements to be fulfilled today, press the OK button. The system displays an appropriate message under the following conditions:

- If no requirements were found that needed to be satisfied today for the selected CMC, resource ID, or inventory site, an appropriate message is displayed. Respond to the message by pressing OK.
- If an invalid resource ID is entered, an error message is displayed. Respond to the message by pressing OK.
- If the Filter Requirements By check box is selected and neither a resource ID nor an inventory site is entered, an error message is displayed. Respond to the message by pressing OK.

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This window displays a list of open jobs, prints, and steps, within the scope selected, that have material requirements that need to be satisfied today. To the view the requirements, double-click a job, print, or step or move the marquee to it and press ENTER. The NEEDED REQUIREMENTS for JOB xxxx window shown on the following page is displayed, where xxxx is the selected job number.

The Active Filters frame displays the filters used to display the requirements. The Totals frame displays the total Million Conductor Feet (MCF) and/or Fiber Kilo Feet (FKF) needed for all the requirements shown and the total MCF and/or FKF currently selected.

The grid displays the material requirements within the job, print, or step (depending on the selection from the JOBS window) that are in the "needed" status and have an order date which is prior to or equal to the current date. The following information is displayed for each material requirement:

- **Print** The job print for which the requirement is needed.
- Step The job step for which the requirement is needed.
- Inventory Found (abbreviated Inv) A symbol here indicates that there is available inventory that could be used to satisfy the requirement. Discussion of this field is deferred to Business Solution II.
- Material Description The description of the material needed.
- Quantity The quantity of material needed to do the work.

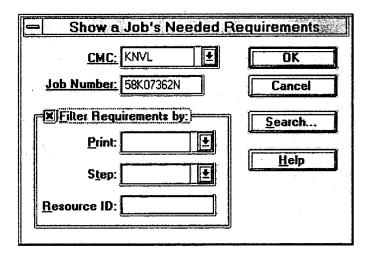
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- Custom Features (abbreviated CF) A symbol here indicates that custom features (e.g., inside pulling eye) are needed or could be added to the required material. If a symbol is not present, the required material cannot have custom features added to it. See discussion under View or Update Custom Features.
- **RESID** The resource ID responsible for the work.
- Roadblocks (abbreviated RB) A symbol here indicates that roadblocks (critical or non-critical) exist that may delay the work.
- Aggregation Code (abbreviated Agg Code) A code indicating at what level the requirement may be aggregated. This code was provided at the time the requirement was encoded. Values are:
 - J The requirement may be aggregated within the job. This is the default value.
 - S The requirement may be aggregated within the step.
 - N The requirement may not be aggregated.
- Jeopardy Indicator (abbreviated JP) An asterisk (*) here indicates that, if ordered, the material may not be delivered by the on job date because the delivery interval is too long (Order Date + Delivery Interval > On Job Date). A requirement is also considered in jeopardy if the needed material is no longer orderable.
- On Job Date The date that the material is needed on the job (Scheduled Start Date On Job Interval).
- Inventory Site The inventory site responsible for procuring the material.
- Work Environment (abbreviated WE) The work environment for which the material is needed (e.g., B = buried).
- Work Action The type of work for which the material is needed (e.g., PLAC = placing).
- Not Orderable Indicator (abbreviated NO) An asterisk (*) here indicates that the needed material is no longer orderable because the material item has been end-dated.
- Assembly Code (abbreviated AC) A code indicating that the material needed is part of an assembly.
- MCF/FKF The MCF of copper cable or the FKF of fiber cable needed. This field is populated only if the requirement is for cable.

SHOW A JOB'S NEEDED REQUIREMENTS

Instead of viewing only those requirements that need to be ordered today, you may view all the needed requirements for a specific job.

To view the needed requirements for a specific job, press the Show A Job's Needed Requirements toolbar button located on the Materials Management application window or select "Show a Job's Needed Requirements..." from the Requirements menu. The SHOW A JOB'S NEEDED REQUIREMENTS dialog is displayed. This function is available only if you are a Materials Management manager or clerk and you have the authority to order material.



This dialog allows you to select the scope for which needed material requirements should be displayed. The following information must be provided:

- CMC Select or type a Construction Management Center (CMC) name in the CMC combo box, which contains a list of all CMCs in the states for which you may order material. This field defaults to the CMC you selected as your default CMC on the PREFERENCES window, which is described later in this document. If the selected CMC default is not in a state for which you may order material, this field defaults to the first CMC listed in the CMC dropdown list. If a CMC is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.
- Job Number Type a job number in the Job Number text box.

Optionally, you may select the Filter Requirements By check box to display only certain requirements within the selected job. If the job number is valid and has been approved, select one or more of the following choices:

- **Print** To display only requirements for a specific print within the job, select or type a print number in the Print combo box, which contains a list of valid prints for the selected job. If a print is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.
- Step To display only requirements for a specific step within the job, select or type a print number in the Print combo box, then select or type a step number in the Step combo box, which contains a list of valid steps for the selected print. If a step is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.
- Resource ID To display only requirements that are assigned to a specific resource ID within the job, type a resource ID in the Resource ID text box.

To get help while on this dialog, press the HELP button. If you don't know the job number or only know part of it, you may leave the Job Number text box empty or type a partial job number using an asterisk (*) to search for job numbers starting and/or ending with the portion you provided. For example, 45L* searches for job numbers starting with "45L"; *100 searches for job numbers ending in "100"; 45*00 searches for job numbers starting with "45" and ending in "00". To display the SEARCH FOR A JOB dialog shown below, press the SEARCH button.

| | Search for a . | lob |
|--------------|--|--------------|
| CMC: | KNVL 👤 | Update List |
| Job Number: | 58* | OK |
| Resource ID: | | Cancel |
| | Jab Number 58K07337N 58K07356N 58K07362N 58K07377N | <u>H</u> elp |

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This dialog allows you to view a list of all the job numbers for the identified scope. To run the search, press the UPDATE LIST button. The system displays an appropriate message under the following conditions:

- If an invalid CMC is entered, an error message is displayed. Respond to the message by pressing OK.
- If the job number does not exist in the CMC specified or has not been approved, an error message is displayed. Respond to the message by pressing OK.
- If an invalid resource ID is entered, an error message is displayed. Respond to the message by pressing OK.
- If no jobs were found that had material requirements in the "needed" status for the selected CMC, job, and/or resource ID, an informative message is displayed. Respond to the message by pressing OK.

If no errors are found, the Job Number grid is updated with a list of approved jobs which have needed requirements that meet the specified criteria.

To change the scope from the SEARCH FOR A JOB dialog provide the following information and press the UPDATE LIST button.

- CMC Select or type a new CMC name in the CMC combo box, which
 contains a list of all CMCs in the states for which you may order material.
 This field is required and defaults to the CMC selected on the SHOW A
 JOB'S NEEDED REQUIREMENTS dialog. If a CMC is entered that is not
 in the list, the system displays an appropriate error message. Respond to the
 message by pressing OK.
- Job Number Type a new job number in the Job text box. You may type an entire job number to display a particular job number or you may type a partial job number using an asterisk (*) to view job numbers starting and/or ending with the portion you provided. This field defaults to the job number entered on the SHOW A JOB'S NEEDED REQUIREMENTS dialog if one was entered.
- Resource ID To view a list of jobs for a particular resource ID, type a
 resource ID in the Resource ID text box. This field defaults to the Resource ID
 entered on the SHOW A JOB'S NEEDED REQUIREMENTS dialog if one
 was entered.

To get help while on this dialog, press the HELP button. To close the dialog without running a search or selecting a job number, press the CANCEL button.

To work with a particular job, select it and press the OK button or double-click it. The job number selected is copied to the Job Number text box on the SHOW A JOB'S NEEDED REQUIREMENTS dialog and the Resource Id is also populated if it was used as part of the search criteria. You may now filter the requirements to be displayed by print, step, or resource ID as described earlier.

To display the specified requirements, press the OK button. The system displays an appropriate message under the following conditions:

- If the job number does not exist in the CMC specified or has not been approved, an error message is displayed. Respond to the message by pressing OK.
- If the Filter Requirements By check box is selected and the job print does not exist, an error message is displayed. Respond to the message by pressing OK.
- If the Filter Requirements By check box is selected and the job step does not exist, an error message is displayed. Respond to the message by pressing OK.
- If the Filter Requirements By check box is selected and an invalid resource ID is entered, an error message is displayed. Respond to the message by pressing OK.
- If no material requirements were found in the "needed" status for the selected CMC, job, print, step, and/or resource ID, an informative message is displayed. Respond to the message by pressing OK.

If no errors are found, the NEEDED REQUIREMENTS FOR JOB xxxx window shown below is displayed, where xxxx is the specified job number.

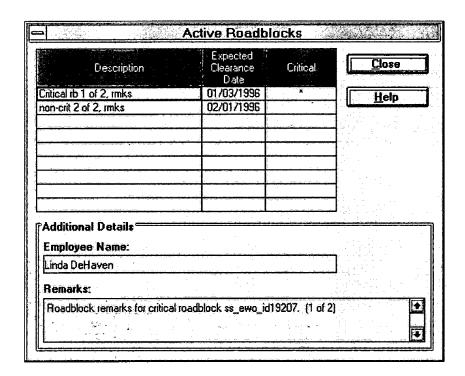
| | 60 1 | X | | vecueu | neu | miremen | 18.1 | บเขน | U | 301/01/331 | Y | <u> </u> | | | Bart. | |
|---------------|---|----------|----------------------|---------------|-------------------|---------|-------------|-------------|----------|----------------|----------------|----------|----------------|--------|-------|----------------------------|
| Activ Reso | e Filters= urce ID: ory Site: CMC: KNV | /L | Total MCF: FKF: | Displaye 3 | d .658 .000 | | :d 1.000 | | | | | | | | | |
| Print | Step | Inv | Material Description | Quantity | C F | RESID | R B | Agg Code | J. P. | On Job Date | Inventory Site | W E | Work Action | N 0 | Ą | MCF/FKF |
| 1 | 1 | D. | ANTW-200 | 1785 | D! | | | S | × | 07/18/1995 | | | PLAC | | | 0.714 |
| 1 | 1 | D. | ANTW-200 | 2350 | | RG1 | | S | × | 07/18/1995 | SWL | В | PLAC | | | 0.940 |
| 2 | 4 | | SHELFRPTR27C | 4 | | RG1 | | N | * | 07/18/1995 | | В | PLAC | | | |
| 4 | 1 | | ANTW-200 | 5010 | 100 | RG1 | | | × | 07/18/1995 | | · | PLAC | | | 2.00 |
| 5 | 3 | D | XRM62210007 | 1 | | RG1 | | N | * | 01/03/1996 | | В | PLAC | | Á | |
| 5 | 3 | Ø | 809A3/35 | 2 | | RG1 | | Ν | * | 01/03/1996 | | | PLAC | | A | |
| 5 | 3 | | 80983/25 | 1 | | RG1 | | N | _ | 01/03/1996 | | | PLAC | | A | |
| 7 | 6 | <u>Q</u> | XDLFC2032002N | 1 | | RG1 | | N | Ľ | 07/18/1995 | SWL | В | PLAC | | | |
| | | | | | | | | | H | | | - | | | -1 | * |

The grid in this window displays the requirements for the job, print, step, or resource ID, depending on the scope selected, that are in the "needed" status. No consideration is made of when the material should be ordered (i.e., the requirement may not have an order date or it may have an order date prior to, subsequent to, or equal to the current date).

Once displayed, the NEEDED REQUIREMENTS window allows you to view, add, or update custom material features, view roadblocks, or select requirements to order as described on the following pages.

VIEW ROADBLOCKS

This symbol appears in the Roadblock column (abbreviated RB) if the substep for which the requirement exists has any roadblocks. To view the roadblock(s), double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The ACTIVE ROADBLOCKS dialog shown below is displayed.



This dialog displays the roadblocks that may prevent a substep from being worked. They are included here as an aid in determining whether or not the material should be ordered yet. The grid displays the following information for each roadblock:

- **Description** The description of the roadblock.
- Expected Clearance Date The date the roadblock is expected to be cleared.
- Critical Indicator An asterisk (*) here indicates that the roadblock is of a critical nature.

The Additional Details frame displays the following information about the roadblock that currently has the marquee:

- Employee Name The name of the person who created the roadblock.
- Remarks Any remarks that are associated with the roadblock.

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW OR UPDATE CUSTOM FEATURES

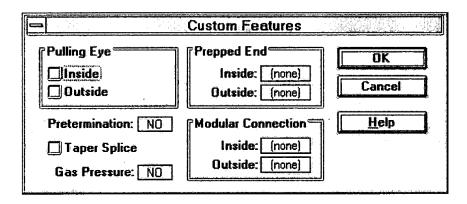
This symbol appears in the Custom Features column (abbreviated CF) if a requirement does not currently have custom features but can have them added. To add custom features now, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER.

This symbol appears in the Custom Features column (abbreviated CF) if a requirement has custom material features that may be edited. To view or change these custom features, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER.

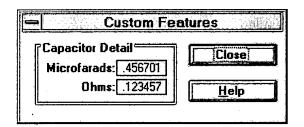
This symbol appears in the Custom Features column (abbreviated CF) if a requirement has custom material features that may not be edited. To view these custom features, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER.

The CUSTOM FEATURES dialog is displayed. This dialog displays the custom material features that were placed on the requirement at encoding time by an Outside Plant Engineer or added by either the Customer Service Team or the Marketing Provisioning Team before the requirement was ordered. Custom material features are features that should be added by a BST warehouse or outside vendor before the material is shipped to its designated location. The custom features displayed will vary with the type of material required.

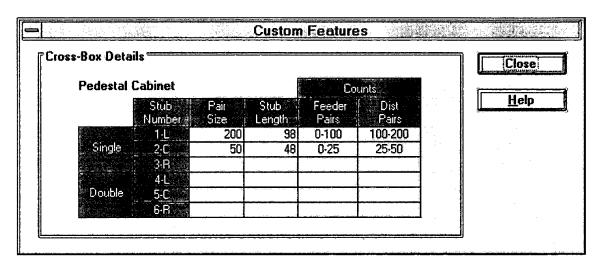
If the requirement selected is for cable, the dialog displays the custom features associated with cable as shown below. Information includes whether or not the requirement needs pulling eyes, prepped ends, preterminations, a taper splice, gas pressure, or modular connections. While on this dialog, you can add or remove pulling eyes, remove preterminations, remove prepped-ends, remove modular connections, or add or remove a taper splice.



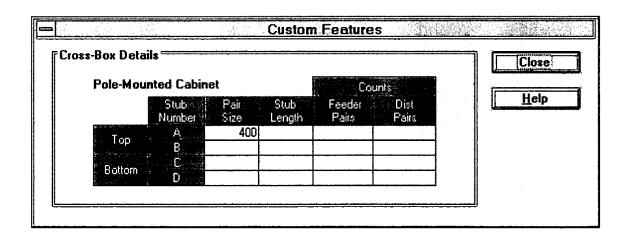
If the requirement selected is a capacitor, the dialog displays the custom features associated with capacitors as shown below. Information includes the microfarads and/or ohms required. If viewing capacitor custom features, no changes may be made.



If the requirement selected is a non-standard pedestal cross-box, the dialog displays its configuration as shown below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box. If viewing cross-box custom features, no changes may be made.



If the requirement selected is a non-standard pole-mounted cross-box, the dialog displays its configuration as shown below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box. If viewing cross-box custom features, no changes may be made.



To get help while on this dialog, press the HELP button. If viewing cable custom features, press the OK button to close the dialog and save any changes made or press the CANCEL button to close the dialog without saving the changes. If viewing non-cable custom features, press the CLOSE button to close the dialog.

SATISFY REQUIREMENTS WITH AN ORDER

Individually select each requirement that you wish to satisfy or select them all by pressing the Select All toolbar button located on the NEEDED REQUIREMENTS window or choose "Select All" from the Actions menu.

To deselect all the selected requirements, press the Deselect All toolbar button located on the NEEDED REQUIREMENTS window or choose "Deselect All" from the Actions menu. As requirements are selected and deselected, the total MCF of copper cable selected and the total FKF of fiber cable selected are calculated and displayed in the Totals frame.

To satisfy the selected requirements with an order, press the New Order toolbar button located on the NEEDED REQUIREMENTS window or select "Satisfy Requirements" and then select "with a New Order..." from the Actions menu. The system displays a message when one or more of the following conditions are met:

- If a selected requirement needs material that is no longer orderable, a warning message is displayed. Respond to the message by pressing YES if you wish to continue creating the new order or NO if you do not want to continue creating the new order.
- If a selected requirement has a critical roadblock, a warning message is displayed. Respond to the message by pressing YES if you wish to continue creating the new order or NO if you do not want to continue creating the new order.
- If a selected requirement is in jeopardy of not arriving by the time the material is needed on the job, a warning message is displayed. Respond to the message by pressing YES if you wish to continue creating the new order or NO if you do not want to continue creating the new order.
- If a selected requirement has an assembly code but all requirements with the same assembly code have not been selected, an interrogative message is displayed. To order requirements with an assembly code, you must order all requirements with the same assembly code. Also, if one of the items in the assembly is not orderable, none of the items in the assembly may be ordered. Respond to the message by pressing YES if you want the system to select the requirements having the same assembly code and continue creating the new order or NO if you do not want to continue creating the new order.

• If a selected requirement causes the CMC's yearly budgeted MCF or FKF to be exceeded, a warning message is displayed. Respond to the message by pressing YES if you wish to continue creating the new order or NO if you do not want to continue creating the new order.

If you choose to continue, those items that are no longer orderable are deselected and the non-selected assembly items are added to the list of items to be ordered. Next, a process runs to group these material requirements into one or more orders.

Multiple orders are created when one or more of the following conditions are met:

- When the Ship To address of the selected requirements are different. The material needed on a requirement is normally shipped to the inventory site responsible for procuring the material unless an alternate shipping address was specified at the time the requirement was encoded. An entire order must be shipped to the same location. Therefore, an order must consist of those requirements that are to be shipped to the same inventory site or those that are to be shipped to the same alternate address.
- When the exception geographic location code (GLC) of the selected requirements are different. Exception GLCs are encoded for a substep when central office equipment (COE) is needed. An entire order must be associated with one GLC. OrderMaster obtains the GLC from the Requestor Authority Number (RAN) on the order unless an exception GLC is provided. Therefore, if a requirement has an exception GLC, only those requirements having the same exception GLC may be placed on the same order.
- When the selected requirements have different assembly codes. An assembly code is encoded on a substep to indicate that items having the same assembly code must be ordered together. An entire order must be for the same assembly code and cannot consist of non-assembly code items. If one of the items within the assembly is for an XPIDed item the XPIDed item must be the first item on the order followed by the other items within the assembly (XPID or non-XPID)³.
- When one of the selected requirements is for an XPIDed item with no assembly code. Since CAPRI will assume all items following an XPID are add-on items to the XPID template, all XPIDed items that are not part of an assembly must be placed on an order by themselves.

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³ An XPIDed item is a material item whose Product Identifier (PID) starts with the letter "X". An XPID is a template that "expands" into several PIDed items once the order is received in CAPRI. Each individual item can be supplied by different vendors. The final product is assembled by a single vendor and shipped to the final destination as a single unit.

• When an order would have over twenty (20) items on it⁴. It may be possible to select more than 20 requirements since aggregation may reduce the number of order items created.

Multiple order items may be created within an order due to aggregation. The above rules that determine if multiple orders are created are applied before requirements are aggregated. In general, the aggregation rules apply only to the items selected to be ordered with the exception of one rule, which will be noted later. Each rule is dependent on the other rules. Meeting a single condition for aggregation does not imply that the requirement will be aggregated. The basic aggregation rules are as follows:

- Material requirements will not be aggregated across jobs, but can be aggregated across steps within a job or within a step.
- Substeps requiring like material (cable or non-cable), shipped to the same address, and having the same order date can be aggregated within a job.
- If a substep explicitly indicates that its material requirements should not be aggregated across steps (aggregation code = "S"), it can still be aggregated within the step.
- If a substep explicitly indicates that its material requirements should not be aggregated (aggregation code = "N"), no aggregation rules are applied and the substep will not be aggregated.
- A substep needing custom features will not be aggregated with another substep needing custom features. However, a substep needing custom features can be aggregated with a substep that does not need custom features.
- A substep requiring pulp cable (subcategory = pulp) can be aggregated within a step, but will not be aggregated across steps.
- A substep requiring preterm cable can be aggregated within a step, but will not be aggregated across steps.
- A substep requiring fiber cable (category = cable-fiber) can be aggregated within a step, but will not be aggregated across steps.
- A substep requiring cable with a modular connection (connex cable) will not be aggregated.

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⁴ The twenty item limit per order is a requirement of the method by which the system interfaces with OrderMaster.

- A substep requiring a prepped end will not be aggregated.
- Substeps requiring cable with a pulling eye at both ends of the cable will not be aggregated.
- A substep requiring a non-standard cross-box will not be aggregated.
- Substeps containing assembly codes will not be aggregated.
- When aggregating cable, as many substeps can be aggregated within a job as possible until the maximum reel length is exceeded. The substep that caused the maximum reel length to be exceeded will be aggregated to the next order item. (i.e., a substep will not be split across order items).
- Substeps that are to be ordered direct to code (Central Office Equipment and those substeps that have been explicitly marked "Direct To Code") will not be aggregated.
- A substep that cannot be aggregated will exist as an order item by itself.

As stated earlier, the basic aggregation rules apply only to the requirements selected to be ordered. The following aggregation rule applies to requirements that have not been selected.

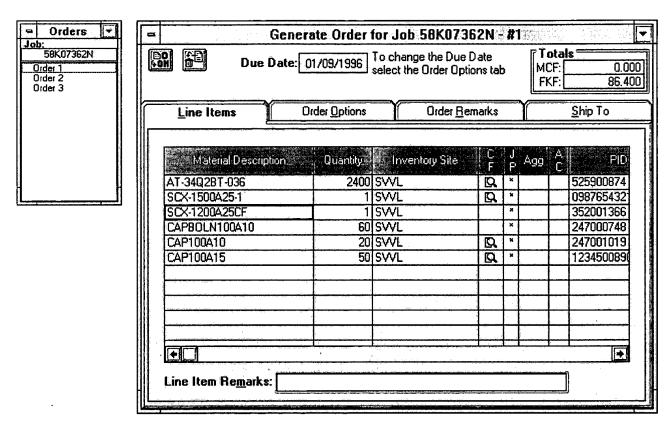
• Substeps requiring like cable material (copper or fiber), shipped to the same address, and whose order dates are less than 30 days from the date that the material is actually ordered can be aggregated within a step. This rule is referred to as the In Step Cable Aggregation rule⁵.

To implement the In Step Cable Aggregation rule, the system searches for other substeps within the selected job step that meet the basic aggregation rules and whose order dates are a specified number of days from the current date. Any substep found that meets this criteria is aggregated to the selected requirement. If requirements from more than one job step have been selected, the system first aggregates the selected requirements according to the basic aggregation rules. It then applies the In Step Cable Aggregation rule, starting its search with the job step of the last selected requirement to be aggregated.

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⁵ The number of days used to calculate whether or not a substep meets the In Step Aggregation Rule is set as an operations profile. Its parameter is InStepAgggregationDayDur and defaults to 30 days.

After the requirements have been pre-processed, the GENERATE ORDER for Job xxxx window is displayed, where xxxx is the job whose requirements you are ordering. If multiple orders were created, both the ORDERS window and the GENERATE ORDER window shown below are displayed.



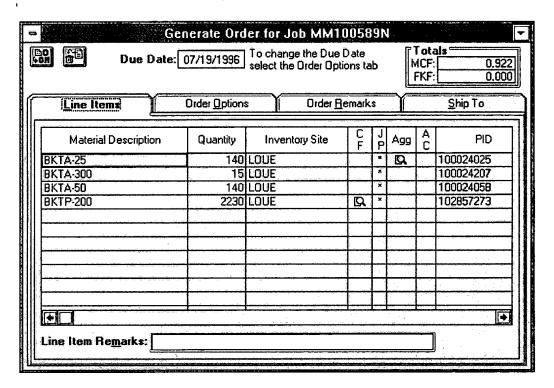
The GENERATE ORDER window allows you to view and change an order before sending it to OrderMaster. The ORDERS window displays a list of the orders created. It displays the preliminary order number assigned to each order. The first order listed in the ORDERS window is automatically displayed when the ORDERS window is displayed. Double-clicking or moving the marquee with the arrow keys and pressing ENTER on another order in the ORDERS window displays that order.

The following information is displayed at the top of the GENERATE ORDER window:

- **Due Date** The date the order is due at the Ship To location. It is equal to the earliest on job date of the requirements to be ordered.
- Totals The total MCF and/or FKF on the order.

In addition, there are four tabs on the GENERATE ORDER window: Line Items, Order Options, Order Remarks, and Ship To.

The Line Items tab shown below displays all items on the order.



The following information is displayed for each line item:

- Material Description The description of the material to be ordered.
- Quantity The quantity to be ordered.
- Inventory Site The inventory site responsible for procuring the material. It is also the inventory site to which the order will be shipped if an alternate address is not specified.
- Custom Features (abbreviated CF) A symbol here indicates that the material is being ordered with custom features.
- Jeopardy Indicator (abbreviated JP) An asterisk (*) here indicates that the material may not be delivered by the on job date (Order Date + Shipping Interval > On Job Date).

- Aggregation Indicator (Abbreviated Agg) A symbol here indicates that the order item consists of two or more aggregated material requirements. If a symbol is not present, the order item consists of a single material requirement.
- Assembly Code (abbreviated AC) A code indicating that the order item is part of an assembly.
- PID The Product Identifier of the ordered item.

You may add remarks for each line item by moving the marquee to a line item and typing remarks in the Line Item Remarks text box.

DELETE A LINE ITEM

To delete one or more line items on this order, select them and press the Delete A Line Item toolbar button located on the GENERATE ORDER window or select "Delete Line Item" from the Actions menu. The system displays a message under the following conditions:

- If you try to delete an item that is part of an assembly, an error message is displayed. Respond to the message by pressing OK.
- If you try to delete the line item on an order containing only one item, an error message is displayed. Respond to the message by pressing OK.

VIEW CUSTOM FEATURES

This symbol appears in the Custom Features column (abbreviated CF) if the ordered item has custom material features. To view these custom features, double-click the symbol or move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed as shown earlier. The only difference is that you cannot change the cable custom features from the GENERATE ORDER window. Press the CLOSE button to return to the GENERATE ORDER window.

VIEW OR CHANGE THE RESULTS OF AGGREGATION

This symbol appears in the Agg Ind column if more than one material requirement has been aggregated to an order item. To view the aggregated requirements, double-click the symbol or move the marquee to it and press ENTER. The AGGREGATED MATERIALS FOR THIS ORDER ITEM dialog shown below is displayed.

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|------------------------------------|----------|--------|------------|---------------|-------------------------------|
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| X | 1 | 3 | KKOT | 3 | 0 |
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This dialog lists all of the requirements that were aggregated to the selected line item based on the requirements selected to be ordered from the NEEDED REQUIREMENTS window and the OSPCM aggregation rules stated previously.

The requirements listed in the Selected Requirements grid are those that were selected to be ordered from the NEEDED REQUIREMENTS window. The following information is displayed:

- Aggregate You may choose whether or not a requirement is aggregated to this order item by toggling its Aggregate check box.
- **Print** The job print for which this item is ordered.
- Step The job step for which this item is ordered.
- Res ID The resource ID responsible for the work.
- Quantity The quantity needed to satisfy the requirement.

The requirements listed in the Added Requirements grid are cable requirements that were either not selected or not available to be selected from the NEEDED REQUIREMENTS window but were added because of OSPCM's In Step Cable Aggregation rule. The following information is displayed:

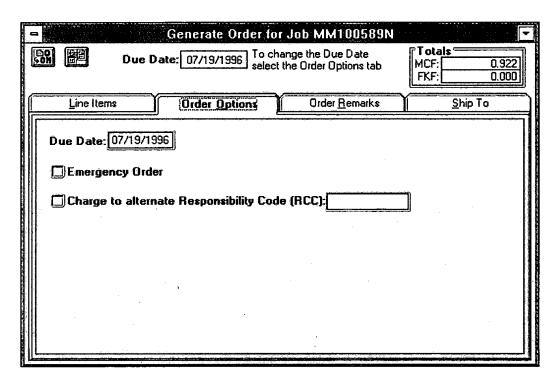
- Order You may choose whether or not an added requirement is ordered at this time by toggling its Order check box.
- **Print** The job print for which this item is ordered.
- Step The job step for which this item is ordered.
- Res ID The resource ID responsible for the work.
- Quantity The quantity needed to satisfy the requirement.

To get help while on this dialog, press the HELP button. To close this dialog and ignore any changes made, press the CANCEL button. To close this dialog and save your changes, press the OK button. The system displays an error message if de-aggregation will cause the order to have more than 20 items. Respond to the message by pressing OK.

If no errors are found, the system de-aggregates the requirements that had their check box de-selected and displays the results on the GENERATE ORDER window as follows:

- The Quantity column reflects the new order quantity of the selected order item.
- Those requirements de-aggregated appear as new line items and those added requirements that were chosen not to be ordered are deleted from the order.
- The Due Date of the order is re-calculated in case an added requirement having the earliest on job date was deleted from the order.

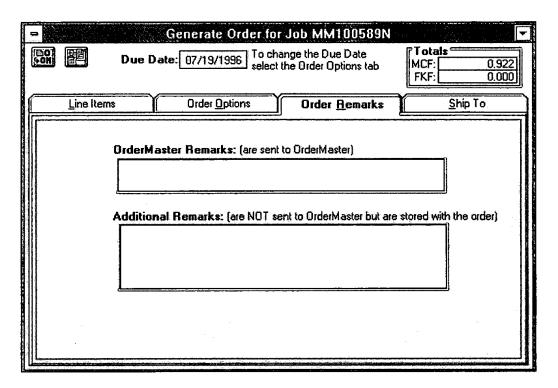
The Order Options tab shown below allows you to specify options that apply to the entire order.



You may take one or more of the following actions while on the Order Options tab:

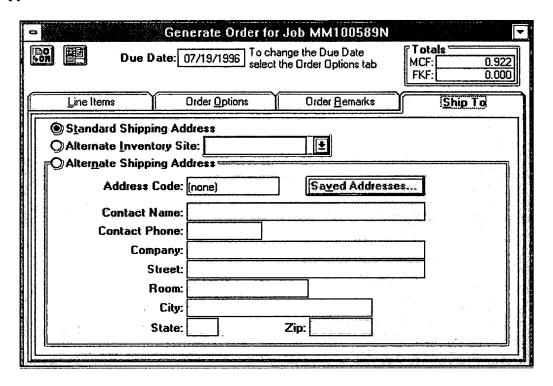
- Change the Due Date of the order The Due Date defaults to the earliest On Job Date of the material requirements placed on the order. To change it, type a date greater than the current date in the Due Date text box. The system displays an error message if a date prior to or equal to the current date is provided or if an invalid date is entered. Respond to the message by pressing OK.
- Mark the order as an emergency To indicate that an order is an emergency, click the Emergency Order check box. If the order contains items that may be ordered from consignment stock, marking the order as an emergency causes the system to order the items as a non-PIDed item and to include an order item remark which states "Ship from Consignment" followed by the Product Identifier (PID) of the material needed. Any order item remarks entered by the user will be overwritten by this consignment remark.
- Charge the order to another Responsibility Code To charge the order to a
 responsibility code other than the one associated with the inventory site
 responsible for procuring the material, click the Charge To Alternate
 Responsibility Code (RCC) check box and type in a valid Corporate Table
 System (CORTS) responsibility code in the RCC text box.

The Order Remarks tab shown below allows you to enter remarks that apply to the entire order.



Remarks entered in the OrderMaster Remarks text box are recorded with the order and sent to OrderMaster. Remarks entered in the Additional Remarks text box are recorded with the order but are not provided to OrderMaster.

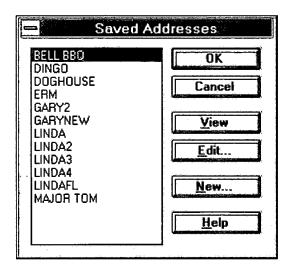
The Ship To tab shown below allows you to indicate where the entire order should be shipped.



This tab is pre-populated with the Ship To information that was entered when the requirement was encoded, but may be changed. You may select one of the following choices:

- To ship the order to the inventory site responsible for procuring the material, click the STANDARD SHIPPING ADDRESS radio button. This is the default Ship To location unless an alternate Ship To location was encoded with the requirement.
- To ship the order to an alternate inventory site, click the ALTERNATE INVENTORY SITE radio button and type or select an inventory site from the Alternate Inventory Site combo box, which contains a list of all inventory sites located within the state responsible for the job, excluding warehouse sites and RCOE sites. If an inventory site is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

To ship the order to an alternate address (e.g. 345 3rd Street), click the ALTERNATE SHIPPING ADDRESS radio button followed by the SAVED ADDRESSES button. The SAVED ADDRESSES dialog shown below is displayed.



The Saved Address list box lists all of the alternate addresses currently stored in the system. By default, the first code in the list is selected.

To ship the order to a saved address, select one from the list box. If the address you need is not listed, you may create a new alternate address by pressing the NEW button as described later in this document.

To get additional help while on this dialog, press the HELP button. To close this dialog and not use the selected address, press the CANCEL button. To close this dialog and use the selected address, press the OK button. If OK is pressed, the address associated with the selected code is copied to the alternate address fields on the GENERATE ORDER window.

The following buttons are also available from the SAVED ADDRESSES dialog:

• VIEW - To view the address associated with a code, select one from the list box and press the VIEW button. The VIEW ADDRESS dialog shown below is displayed.

| | View Address | |
|----------------|------------------------|-------|
| Address Code: | KKOTEST | Close |
| Contact Name: | Karin Olinger | Help |
| Contact Phone: | (502) 426-5457 | |
| Company: | BellSouth | |
| Street: | 2407 Chattesworth Lane | |
| Room: | | |
| City: | Louisville | |
| State: | KY Zip: 40222 | |
| | | |

This dialog displays the address associated with the code selected. To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

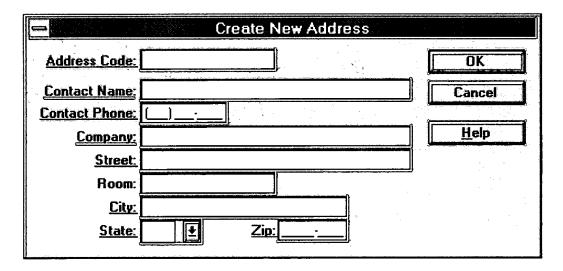
• EDIT - To edit the address associated with a code, select one from the list box and press the EDIT button. The EDIT ADDRESS dialog shown below is displayed.

| | Edit Address | |
|----------------------|------------------------|------------------|
| Address Code: | KKOTEST | OK |
| <u>Contact Name:</u> | Karin Olinger | Cancel |
| Contact Phone: | (502) 426-5457 | \(\frac{1}{2} \) |
| <u>Company:</u> | BellSouth | <u>H</u> elp |
| <u>Street:</u> | 2407 Chattesworth Lane | |
| Room: | | |
| <u>City:</u> | Louisville | |
| State: | KY ₹ Zip: 40222 | |

You may modify the contact name, contact phone, company, street, room, city, state, or zip.

To get help while on this dialog, press the HELP button. To close this dialog without saving the changes made, press the CANCEL button. To close this dialog and save the changes made, press the OK button. The system displays a message under the following conditions:

- If both the contact name and the company name are blank, an error message is displayed. Respond to the message by pressing OK.
- If the contact phone, street, city, state, or zip code are blank, an error message is displayed. Respond to the message by pressing OK.
- If the contact phone or zip code are incomplete, an error message is displayed. Respond to the message by pressing OK.
- **NEW** To add a new alternate address, press the NEW button. The CREATE NEW ADDRESS dialog shown below is displayed.



To add a new alternate address to which the order should be shipped, provide the following information:

- Address Code Type a code by which this address will be known. This code will appear in the Alternate Address drop down lists and will be available to anyone who wishes to store material at this location. Address Code must be provided.
- Contact Name Type the name of the person to whom the order should be shipped or the name of the person who should be notified of the shipment in the Contact Name text box. If Contact Name is not provided, Company must be provided.

- Contact Phone Type the phone number of the person to whom the order should be shipped or the phone number of the person who should be notified of the shipment in the Contact Phone text box. Contact Phone must be provided.
- Company Type the name of the company to which the order should be shipped in the Company text box. If Company is not provided, Contact Name must be provided.
- Street Type the street address to which the order should be shipped in the Street text box. Street must be provided.
- Room Type the room number to which the order should be shipped in the Room text box. Room is optional.
- City Type the name of the city to which the order should be shipped in the City text box. City must be provided.
- State Type or select the abbreviation of the state to which the order should be shipped in the State combo box, which contains a list of the nine BellSouth states. State must be provided. If a state is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.
- **Zip** Type the zip code to which the order should be shipped in the Zip text box. Zip must be provided. Format is nnnnn or nnnnn-nnnn, where n is a number between 0 and 9.

To get help while on this dialog, press the HELP button. To close this dialog without adding the new address, press the CANCEL button. To close this dialog and add the new address, press the OK button. The system displays a message under the following conditions:

- If both the contact name and the company name are blank, an error message is displayed. Respond to the message by pressing OK.
- If the address code, contact phone, street, city, state, or zip code are blank, an error message is displayed. Respond to the message by pressing OK.
- If the contact phone or zip code are incomplete, an error message is displayed. Respond to the message by pressing OK.

- If the address code entered already exists, an interrogative message is displayed asking you if you want to replace the old address with the new address. Press YES if you want to replace the address or press NO if you do not want to replace the address.
- If the address code has the same name as an inventory site, an error message is displayed (e.g., you cannot have an alternate address code name "SVVL" and an inventory site named "SVVL"). Respond to the message by pressing OK.

SEND AN ORDER TO ORDERMASTER

To send an order and all of its order items to OrderMaster, press the Send Order
To OrderMaster toolbar button located on the GENERATE ORDER window or
select "Send Order to OrderMaster" from the Actions menu. The system displays
an appropriate message under the following conditions:

- If shipping the order to an alternate inventory site and an invalid alternate inventory site is selected, an error message is displayed. Respond to the message by pressing OK.
- If shipping the order to an alternate address and any of the required fields are missing or incomplete (e.g., zip code), an error message is displayed. Respond to the message by pressing OK.
- If specifying an alternate responsibility code to which the order should be charged (RCC) and no RCC or an invalid RCC is provided, an error message is displayed. Respond to the message by pressing OK.
- If an invalid due date is provided, an error message is displayed. Respond to the message by pressing OK.
- If ordering consignment material and the order is marked "emergency", a warning message is displayed indicating that any item remarks entered will be ignored and asking you if you wish to continue sending the order. Respond to the message by pressing YES if you wish to send the order or NO if you do not wish to send the order.

The order is sent to OrderMaster via a fixed length navigator contract. The contract was designed to be used by any system wanting to interface with OrderMaster. Because of this, the fields that are not provided by OSPCM will be populated with spaces to serve as place holders. The contract is made up of a header (data pertaining to the entire order) followed by 1 to n order items, where n cannot exceed 20.

The following information is sent to OrderMaster for each order:

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- System Id The OSPCM System Identifier. Its value is "MA". (Length: 2)
- Sequence Number A sequence number used by a batch process for reconciling OrderMaster orders placed after a navigator time-out has occurred. (Length = 40;

Format: YYYYMMDDHHMMSSbTTTTTTTTTTDPPPPPPPPDOOObS, where YYYY = year, MM = month, DD = day of the month, HH = hour of the day, MM = minutes, SS = seconds, b = 1 blank, TTTTTTTTTT = 10 char Encoded Process TimeStamp, PPPPPPPP = 8 char Process ID, OOO = 3 char PseudoOrder Number, and S = Server Code (1 through 4))

- Common Userid The common userid (CUID) of the person who placed the order. (Length: 8)
- RAN The requestor authority number which authorized the order. Its value is the RAN associated with the inventory site responsible for procuring the material. (Length: 7)
- RCC The responsibility code charged for the order. This field is blank if
 you did not provide an alternate RCC on the Order Options tab of the
 GENERATE ORDER window. If not provided, OrderMaster uses the
 responsibility code associated with the RAN.
 (Length: 8)
- GeoLoc The geographic location code (GLC) of where the items on this order will be placed in service. This field is blank if not ordering central office equipment. If not provided, OrderMaster uses the GeoLoc associated with the RAN. (Length: 6 (5 characters; pad with spaces))
- State Code The state responsible for this order. This field is always blank. (Length: 1)
- **Due Date** The date the order is due at the Ship To address. (Length: 8; Format: MMDDYYYY, where MM is the month, DD is the day, and YYYY is the year)
- Not Before Date The date before which the material should not be delivered. This field is always blank. (Length: 8)

- Contact Name Name of the person that should be contacted if there are any questions related to the order. This field is always blank. OrderMaster uses the CUID to determine the contact name. Note: This is not the contact name of the Ship To address. (Length: 25)
- Contact Phone Number Telephone number of the person that should be contacted if there are any questions related to the order. This field is always blank. OrderMaster uses the CUID to determine the contact phone number. Note: This is not the contact phone number of the Ship To address. (Length: 10)
- Ship To Name The name of the person or company to which the order should be shipped. This field is blank if an alternate ship address was not provided on the Ship To tab of the GENERATE ORDER window. If both a person's name and a company are specified, the person's name is provided to OrderMaster. If not provided, OrderMaster uses the Ship To Address associated with the RAN. (Length: 30)
- Ship To Street1 The street address to which the order should be shipped. This field is blank if an alternate ship address was not provided on the Ship To tab of the GENERATE ORDER window. If not provided, OrderMaster uses the Ship To Address associated with the RAN. (Length: 30)
- Ship To Street2 The room number to which the order should be shipped. This field is blank if a room number was not provided on the alternate address or if an alternate ship address was not provided on the Ship To tab of the GENERATE ORDER window. If not provided, OrderMaster uses the Ship To Address associated with the RAN. (Length: 15)
- Ship to City The city to which the order should be shipped. This field is blank if an alternate ship address was not provided on the Ship To tab of the GENERATE ORDER window. If not provided, OrderMaster uses the Ship To Address associated with the RAN. (Length: 20)
- Ship To State The state to which the order should be shipped. This field is blank if an alternate ship address was not provided on the Ship To tab of the GENERATE ORDER window. If not provided, OrderMaster uses the Ship To Address associated with the RAN. (Length: 2)
- Ship To Zip The zip code + US postal suffix to which the order should be shipped. This field is blank if an alternate ship address was not provided on the Ship To tab of the GENERATE ORDER window. If not provided, OrderMaster uses the Ship To Address associated with the RAN. (Length: 9; Format: 00000 or 000000000)

- Truck Route The truck route of the alternate shipping address. This field is always blank. (Length: 5)
- **Ref Doc** This field is always blank. (Length: 10)
- Remarks Remarks which apply to the entire order. This field is blank if no remarks were entered in the OrderMaster Remarks text box on the Order Remarks tab of the GENERATE ORDER window. (Length: 65)
- **Phrase Code** A code which is converted by REGIS into additional information for the order. This field is always blank. (Length: 4)
- Phrase Information This field is always blank. (Length: 10)
- **Debug Ind** A code which indicates whether debug mode should be turned on or off in OrderMaster. This field is used to investigate problems with the interface. (Length: 1; Valid Values: "Y" (turn debug mode on) or blank (turn debug mode off))

The following information is sent to OrderMaster for each item:

- Pseudo Order item Number The OSPCM identifier of the ordered item. (Length: 3)
- MU Material Usage. Describes how and where the ordered item will be used. This field is blank if ordering a non-PIDed item; otherwise it is populated with a "20". A "20" is provided since OSPCM always provides an account to which the material is to be ordered and REGIS will not accept an accounting override if the MU is anything other than a "20". (Length: 2)
- **PID** The product identifier of the ordered item. This field is blank if ordering a non-PIDed item. (Length: 9)
- Item Description The material description of the ordered item. This field is blank if ordering a PIDed item. (Length: 40)
- Quantity The quantity of the material ordered for this item. This field is always greater than zero. (Length = 7)

- Account The field reporting code (FRC) or function code (FC) to which the item is ordered. If the item is ordered direct to code (if the material is central office equipment or if the substep was explicitly encoded with the direct to code indicator set to "Y"), this field is populated with the FRC of the substep for which the item is ordered; otherwise it is populated with an FC of F5C50. (Length: 5)
- Business Purpose A description of why this item was ordered. If this material was ordered for a job of type "routine" (ROU) or "plant work order" (PWO), this field is populated with "OSPCM Material for Job Number xxxx", where xxxx is the job for which the item was ordered. If this material was ordered for a job of type "estimate" (EST), this field is populated with "OSPCM Material for Estimate Number xxxx", where xxxx is the name of the job for which the item was ordered. If this material was ordered for a job of type "project" (PROJ), this field is populated with "OSPCM Material for Project xxxx", where xxxx is the job for which the item was ordered. (Length: 158)
- Item Due Date The date the ordered item is due at the Ship To location. This field is always blank. (Length: 8)
- Job Nbr The job for which the item was ordered. This field is blank if the job type for which the item was ordered is an "estimate" or a "project". (Length: 9)
- Estimate Nbr The job for which the item was ordered. This field is blank if the job type for which the item was ordered is a "routine" or "plant work order". (Length: 9)
- Award # This field is always blank. (Length: 14)
- **RBA** # This field is always blank. (Length: 9)
- MIC The Material Item Code for the item ordered. This field is blank if the item ordered is PIDed or if it is non-PIDed and ordered to an account other than F5C50. (Length: 10)
- EXTC Expenditure Type Code. This field is always blank. (Length: 5)
- Remarks Remarks that apply only to the ordered item. This field is blank if no remarks were entered in the Line Item Remarks text box on the Line Items tab of the GENERATE ORDER window unless you placed an emergency consignment order. (Length: 35)

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- **Phrase Code** A code which is expanded by REGIS to convey additional item information. This field is always blank. (Length: 4)
- Phrase Information This field is always blank. (Length: 10)
- CSI The customer service indicator code. This field is always populated with "MA". (Length: 2)
- CSI Order Number The Order Number for the CSI. This field is populated with the job for which this item was ordered. (Length: 20)
- **CSI Line Number** The item sequence number of the CSI order number. This field is always blank. (Length: 3)
- **DSTN** A code which indicates that the ordered item is an emergency. This field is blank if the Emergency check box is not clicked on the Order Options tab of the GENERATE ORDER window. (Length: 1; Valid Values: "E" (emergency) or blank (non-emergency))
- Substitution Ind A code which indicates that another item can be substituted for the ordered item. This field is always blank. (Length: 1)
- Backorder Ind A code which indicates that the item should be backordered if not currently in stock. This field is always blank. (Length: 1)
- Vendor Part Number The part number assigned by the vendor for the ordered item. This field is always blank. (Length: 20)
- Suggested Vendor The name of the vendor suggested by the client. This field is always blank. (Length: 35)
- Unit The description of the disbursing unit (e.g. ft, ea) (Length: 2)
- **Print Nbr** The job print for which the item was ordered. This field is blank if the ordered item is non-PIDed. (Length: 4)
- Step Nbr The job step for which the item was ordered. This field is blank if the ordered item is non-PIDed. (Length: 6)
- Pulling Eye Indicates that a pulling eye is desired on the inside end of the cable, outside end of the cable, or on both ends of the cable. (Length: 1; Valid Values: "I" (inside pulling eye), "O" (outside pulling eye), "B" (inside and outside pulling eye), blank (no pulling eye))

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- Gas Pressure Identifies that the cable should be sealed to maintain gas pressure. (Length: 1; Valid Values: "Y" (gas pressure) or blank (no gas pressure))
- **Preterm** Indicates that preterm cable is required. (Length: 1; Valid Values: "Y" (preterm) or blank (non-preterm))
- Taper Splice Indicates that the cable requires a taper splice. (Length: 1; Valid Values: "Y" (taper splice) or blank (no taper splice))
- Microfarads Identifies the microfarads of a capacitor. (Length: 4 (decimal places))
- Ohms Identifies the ohms of a capacitor. (Length: 4 (decimal places))
- Inside Mod Con The code that represents the modular connection needed on the inside end of the cable. (Length: 4)
- Outside Mod Con The code that represents the modular connection needed on the outside end of the cable. (Length: 4)
- Inside Prepped End Length Indicates the length, in inches, that needs to be prepped on the inside end of the cable. (Length: 4)
- Inside Prepped End Code The AT&T comm code indicating the length that needs to be prepped on the inside end of the cable and the pair size of the cable. For a prepped end length of 48 inches, pass a comm code of 106797194 to OrderMaster if the cable has 200 pairs or fewer and pass a comm code of 106797202 to OrderMaster if the cable has more than 200 pairs. For a prepped end length of 100 inches, pass a comm code of 105467658 to OrderMaster if the cable has fewer than 900 pairs and pass a comm code of 105467666 to OrderMaster if the cable has more than 900 pairs. (Length: 9)
- Outside Prepped End Length Indicates the length, in inches, that needs to be prepped on the outside end of the cable. (Length: 4)
- Outside Prepped End Code The AT&T comm code indicating the length that needs to be prepped on the outside end of the cable and the pair size of the cable. For a prepped end length of 48 inches, pass a comm code of 106797194 to OrderMaster if the cable has fewer than 200 pairs and pass a comm code of 106797202 to OrderMaster if the cable has more than 200 pairs. For a prepped end length of 100 inches, pass a comm code of 105467658 to OrderMaster if the cable has fewer than 900 pairs and pass a

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comm code of 105467666 to OrderMaster if the cable has more than 900 pairs. (Length: 9)

• Cross Box Code - Identifies when a cross-box requires a non-standard configuration and indicates the type of cabinet needed. (Length: 1; Valid Values: "S" (single-sided pedestal cabinet), "D" (double-sided pedestal cabinet), "P" (pole-mounted cabinet), or blank (cross-box is not needed))

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- Stub ID The identifier of the stub. This field is always blank if the Cross Box Code is blank. (Length: 1; Valid Values: 1 6 (used when referring to a pedestal cabinet), A D (used when referring to a pole-mounted cabinet))
- Pair Quantity The number of pairs of wire in the stub (e.g., 600 refers to a 600 pair cable stub). This field is always blank if the Cross Box Code is blank; otherwise it may be populated if the pair-size was specified in the configuration of the cross-box. (Length: 4)
- Stub Length The length of the stub (e.g., 45 refers to a 45 foot stub). This field is always blank if the Cross Box Code is blank; otherwise it may be populated if the stub length was specified in the configuration of the crossbox. (Length: 3)
- Feed Pair Begin ID The beginning pair number for the feeder pair range (e.g., 1 indicates that pairs 1 through n should be designated as feeder pairs, where n is the feeder pair end id). This field is always blank if the Cross Box Code is blank; otherwise it may be populated if the feeder pairs were specified in the configuration of the cross-box. (Length: 4)
- Feed Pair End ID The ending pair number for the feeder pair range (e.g., 300 indicates that pairs n through 300 should be designated as feeder pairs, where n is the feeder pair begin id). This field is always blank if the Cross Box Code is blank; otherwise it may be populated if the feeder pairs were specified in the configuration of the cross-box. (Length: 4)
- **Dist Pair Begin ID** The beginning pair number for the distribution pair range (e.g., 301 indicates that pairs n through 301 should be designated as distribution pairs, where n is the dist pair end id). This field is always blank if the Cross Box Code is blank; otherwise it may be populated if the distribution pairs were specified in the configuration of the cross-box. (Length: 4)
- **Dist Pair End ID** The ending pair number for the distribution pair range (e.g., 600 indicates that pairs n through 600 should be designated as distribution pairs, where n is the dist pair begin id). This field is always blank if the Cross Box Code is blank; otherwise it may be populated if the distribution pairs were specified in the configuration of the cross-box. (Length: 4)

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If OrderMaster detects a fatal error at the header level (i.e., an error that applies to the entire order such as invalid RAN), a message describing the error condition is returned to OSPCM, no items for that order are processed, and no "Q" number is assigned to the order.

If no fatal errors are found at the header level, OrderMaster returns the "Q" number assigned to the order and the "Q" sequence number assigned to each item that was successfully ordered or a message describing the reason an item was not successfully ordered (e.g. Invalid PID). If a fatal error occurs at the item level, the remaining items are processed. The only exception to this rule is when a fatal error occurs at the item level of a PID Explosion order (see below).

If OrderMaster rejects the entire order, the system displays the error message returned from OrderMaster. Respond to the message by pressing OK. OrderMaster will view the following conditions as critical header errors and will not process the order:

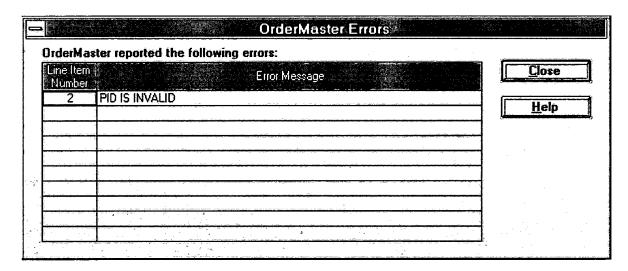
- Invalid RAN If the RAN is spaces or not known to REGIS, an error will occur⁶. Before the order can be placed, the inventory site's RAN must be corrected. Contact whomever maintains your Core Staff tables to make the change.
- Invalid RCC If the alternate RCC provided is not valid in SuperEdit/CORTS, an error will occur. Before the order can be placed, the Responsibility Code to which the order should be charged must be corrected on the Order Options tab of the GENERATE ORDER window.
- RAN contains invalid data If data associated with the RAN is invalid in SuperEdit/CORTS (e.g., the RC on the RAN is not a valid RC), an error will occur. Before the order can be placed, contact the Cost Office to correct the problem in REGIS.
- Unable to access SuperEdit/CORTS, REGIS, or CAPRI OrderMaster accesses SuperEdit/CORTS to perform various edits and retrieves data from both REGIS and CAPRI to process an order. If OrderMaster cannot access these systems, an error will occur. Try placing the order at a later time.
- Unexpected error condition If an unexpected error occurred in OrderMaster or while it was accessing SuperEdit/CORTS, REGIS, or CAPRI, an error will occur. Try placing the order at a later time.

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⁶ OrderMaster uses the REGIS RAN table to validate a RAN.

• Unable to process PID Explosi n order - A PID Explosion order is an order that contains an XPIDed item. If OrderMaster cannot retrieve the XPID template or if the template is not in "EXPL" status, an error will occur. If a fatal error is encountered for any item on a PID Explosion order, the entire order is rejected rather than just the individual item.

If OrderMaster detects an error that applies to an item within the order, the ORDERMASTER ERRORS dialog shown below is displayed.



This dialog displays each item for which OrderMaster detected an error. The following information is displayed:

- Line Item Number The order item that was in error.
- Error Message The error message explaining why the item was not ordered.

OrderMaster will view the following conditions as critical item errors and will not process that item:

- Invalid PID If the PID is not valid, an error will occur. Before the order can be placed, the PID for the ordered material description must be corrected. Contact whomever maintains your Core Staff tables to make the change.
- Order quantity is too large If ordering a serialized non-cable item and the
 order quantity is greater than 499, an error will occur. Before the order can be
 placed, de-aggregate the requirements aggregated to this order item or have an
 engineer reduce the quantity needed on the substep for which the order was
 placed.

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- Invalid FC/FRC If the Field Reporting Code (FRC) to which the item is ordered is invalid in CORTS, an error will occur. Before the order can be placed, the FRC on the substep for which the material is ordered must be corrected.
- Invalid MIC If the Material Item Code (MIC) of the item ordered is invalid in CORTS, an error will occur. Before the order can be placed, the MIC for the ordered material description must be corrected. Contact whomever maintains your Core Staff tables to make the change.

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

After OrderMaster successfully processes the order, it routes each item on the order to either REGIS or CAPRI. OrderMaster routes an order item to CAPRI under the following conditions:

- the item is part of a PID Explosion order,
- the item is non-PIDed.
- the item is cable that requires a prepped-end,
- the item is cable that requires a modular connection,
- the item is a cross-box that requires a non-standard configuration, or
- the item is a capacitor.

OrderMaster routes an order item to REGIS if the item is PIDed and also meets the following conditions:

- it is not a capacitor,
- it does not require a non-standard cross-box configuration,
- it does not require a prepped-end, and
- it does not require a modular connection.

If OrderMaster fails to process the order (i.e., no items are ordered), an "X" appears beside the order in the ORDERS window. If OrderMaster successfully processes at least one item within the order, a check mark ($\sqrt{}$) appears beside the order in the ORDERS window and the preliminary order number is replaced with the assigned "Q" number.

For each item successfully ordered, the requirement(s) for which the item was ordered are put in an "ordered" status if its required quantity has been completely satisfied; otherwise, the requirement(s) will stay in a "needed" status. In addition, if ordering cable, the responsible CMC's year-to-date MCF or FKF is increased by the quantity ordered.

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Occasionally, a time-out error will occur when you send an order to OrderMaster. If a time-out occurs, OSPCM does not know if your order was processed by OrderMaster. Because OrderMaster does not return a "Q" number in this situation, the system displays a message indicating that the order has been queued. Respond to the message by pressing OK. It is assumed that the order was processed. OSPCM saves the preliminary order and the requirements that were ordered are put into an "ordered" status until OSPCM is notified that the order was not processed.

To handle the problems associated with a time-out error, Procurement sends a batch file to OSPCM 3 times a day with all of the orders that were processed by OrderMaster since the last transmission. A file is sent at 10:00AM, 3:00PM, and 6:00PM. OSPCM processes each record in the file using the following business rules:

- If a record contains a "Q" number that exists in OSPCM, OrderMaster processed the order and OSPCM received response that the order was placed (i.e., no time-out error occurred).
- If a record contains a "Q" number that does not exist in OSPCM, the order was processed by OrderMaster and the time-out occurred before the "Q" number could be sent back to OSPCM. The "Q" number is matched to the appropriate preliminary order, the order is recorded in OSPCM, and the preliminary order is deleted.
- Any preliminary order remaining after the file is processed and is at least one hour old was not processed by OrderMaster. The preliminary order is deleted and each associated requirement is put back in a "needed" status and, if its order date is less than or equal to the current date, marked ready to be fulfilled.

Display the SUMMARY FOR ORDER window, described later in this document, periodically to see if a "Q" number has been assigned to your order. For example, if you tried to place an order before 10:00AM, a "Q" number should have been assigned to the order sometime after 10:00AM if OrderMaster successfully processed the order. If a "Q" number has not been assigned, you should try to place the order again.

The process of sending orders to OrderMaster may be repeated for each order listed in the ORDERS window. To close the GENERATE ORDER window, double-click the control box located in the upper left-hand corner of the window. If the ORDERS window is not open and you attempt to close the GENERATE ORDER window before the order is sent to OrderMaster, the system displays a warning message indicating that the order has not been sent to OrderMaster and asking if you still want to close the window. Respond to the message by pressing YES if you want to close the window or NO if you do not want to close the window.

To close the ORDERS window, double-click the control box located in the upper left-hand corner of the window. Any open GENERATE ORDER windows where the order has been sent to OrderMaster will also be closed. If you attempt to close the ORDERS window but have not sent all the orders to OrderMaster, the system displays a warning message indicating that there are orders that have not been sent to OrderMaster and asking if you still want to close the window. Respond to the message by pressing YES if you want to close the window or NO if you do not want to close the window.

Any order that was not sent to OrderMaster will need to be re-created by selecting those requirements again on the NEEDED REQUIREMENTS window.

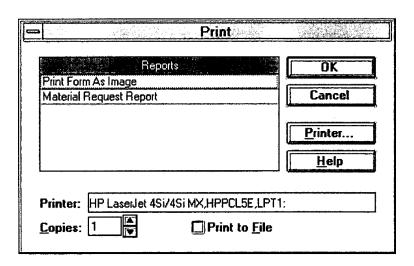
When a job's, print's, or step's material requirements have been completely fulfilled, a check-mark appears to the left of the job, print, or step, respectively, in the JOBS window.

To close the NEEDED REQUIREMENTS window, double-click the control box located in the upper left-hand corner of the window. To close the JOBS window, double-click the control box located in the upper left-hand corner of the window.

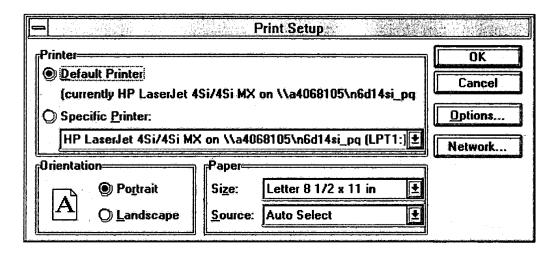
PRINT AN ORDER

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To print a copy of an order after it has been sent to OrderMaster, press the Printer Toolbar button on the Materials Management application window or select "Print" from the File menu while the order is still displayed in the GENERATE ORDER window. The PRINT dialog shown below is displayed.



This dialog allows you to print a report. The Reports grid contains a list of the available reports. The Copies text box sets the number of copies to print and defaults to 1. The Print to File check box allows you to save the report in a file instead of printing it on paper. The Printer text box displays your default printer. To change the printer, press the PRINTER button. The PRINT SETUP dialog shown below is displayed.



This is the Microsoft Windows Print Setup dialog that allows you to change your default printer.

To get help while on the PRINT dialog, press the HELP button. To close the dialog without printing, press the CANCEL button.

To print a copy of the current window as an image (aka screen print), select Print Form as Image from the Reports grid and press the OK button. An image of the GENERATE ORDER window is printed.

To print a material request report, select Material Request Report from the Reports grid and press the OK button. A Material Request report similar to the one shown on the following pages is generated.

:

MATERIAL REQUEST

Page 1

MP-10311

By: John Doe, YZPLREW Date: 08/14/1995 07:25:08 PM

Job: MA04RORD

Site:

ORDERMASTER Number: QTHANH02

JOB Number: 58K07362N **** EMERGENCY ORDER ****

Order Date: 08/15/1995

Due Date: 08/20/1995

GENERAL

RAN: 3069153

RCO: NN20C800 RCC: NN20C800

GeoLoc: 10035

TOTALS

MCF: 1.235

FKF:

56.123

SHIP TO:

CONSTRUCTION MANAGER

201 CHURCH ST

SEVIERVILLE, TN 378620000

Phone: (615) 693-9564

RECEIPT TO:

CONSTRUCTION MANAGER

201 CHURCH ST

SEVIERVILLE, TN 378620000

Phone: (615) 693-9564

ORDER REMARKS

OrderMaster: Thanh test data for order_master nbr QTHANH02.

Additional: Additional remarks are recorded here.

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MP-10311

By: John Doe, YZPLREW

Date: 08/14/1995 07:25:08 PM

Job: MA04RORD

ORDERMASTER Number: QTHANH02 JOB Number: 58K07362N **** EMERGENCY ORDER **** Order Date: 08/15/1995 Due Date: 08/20/1995

ORDER LINE ITEMS

| Item | Material Desc. PID | Qty Unit | Mtl Usage FC/FRC | JР | MIC Remarks | Average Price |
|------|-----------------------------|-------------|---------------------|----|----------------------------------|------------------------|
| | | | | | | |
| 0001 | ANMW-200 103266946 | 1000 FT | 20 F5C50 | * | CA04850 | 138.00 |
| 0002 | SCX-1500A25-1 000000000 | 3 EA | 20 F5C50 | * | TE51500 | 2245.84 |
| | BKTA-25 100024025 | 250 FT | 20 F5C50 | * | CA02450 | 16.00 |
| 0004 | SCX-1500A25-1 0987654321 | 4 EA | 20 F5C50 | * | TE51500 THANH TEST-REMARK | 2245.84 C TEXT #4 |
| 0005 | SCX-1200A25CF 352001366 | 5 EA | 20 F5C50 | * | TE51200 THANH TEST - LINE 5 - | 1952.28 12345678901 |
| 0006 | CAP100A10 247001019 | 60 EA | 20 F5C50 | | AC01150 CAPACITOR MUST BE | 235.66 1% TOLERANT. |
| 0007 | CAP100A15 1234500890 | 70 EA | 20 F5C50 | | AC01150 ALREADY ORDERED E | 345.07 Y PHONE. |

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MP-10311

By: John Doe, YZPLREW

Date: 08/14/1995 07:25:08 PM Job: MA04RORD

Site:

ORDERMASTER Number: QTHANH02 JOB Number: 58K07362N **** EMERGENCY ORDER **** Order Date: 08/15/1995 Due Date: 08/20/1995

CUSTOM FEATURES (CABLE)

| ltem | Material Desc | Pulling Eye | Preterm | Inside Prep End | Outside Prep End | | Inside Mod Conn | Outside Mod Conn |
|------|---------------|----------------|---------|--------------------|---------------------|--|--------------------|---------------------|
| 0003 | BKTA-25 | IN | * | | | | | |

CAPACITOR DETAIL

| Item | Material Desc | Microfarads | Ohms |
|------|---------------|-------------|--------|
| 0006 | CAP100A10 | 0.1235 | 0.4568 |
| 0000 | em roomo | 0.1255 | 0.4300 |

CROSS BOX DETAILS

Item: 0002

Material Description: SCX-1500A25-1

| Pole-Mounted (| Stub | Pair Size | Stub <=== | COUN Feeder Pairs | | => |
|----------------|--------|--------------|-----------|----------------------|--------------|----|
| ТОР | A B | 100 | 50 | [1-50] | [55 - 100] | |
| воттом | C D | | | | | |

CROSS BOX DETAILS

Item:: 0004

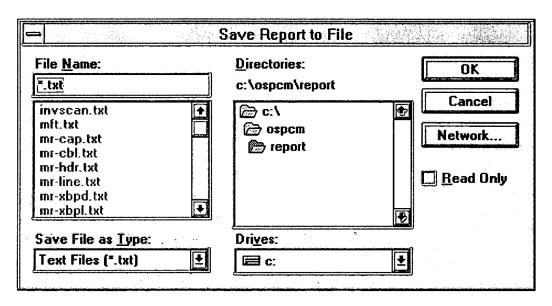
Material Description: SCXH-100UCF

| | Stub Number | Pair Size | Stub <== Length | Feeder Pairs | |
|-------|----------------|--------------|--------------------|--------------|---------------|
| INGLE | 1-L | 200 | 45 | [1 - 100] | [101 - 200] |
| | 2-C | | | | • |
| | 3-R | | | | |
| OUBLE | 4-L | | | | |
| | 5-C | | | | |
| | 6-R | | | | |

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BellSouth OSPCM

If the Print to File check box is checked when you press OK, the SAVE REPORT TO FILE dialog shown below is displayed.

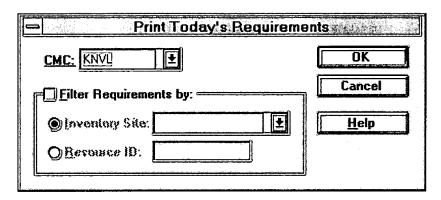


This dialog allows you to identify where you would like to save the report. Select a drive and directory, then specify a file name for the report. Press OK to save the report in the specified file.

PRINT TODAY'S REQUIREMENTS

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To print a report of today's requirements, select "Print Today's Requirements" from the Requirements menu. The PRINT TODAY'S REQUIREMENTS dialog shown below is displayed.



This dialog allows you to print a list of material requirements that need to be satisfied today. You must provide the following information:

• CMC - Select or type a Construction Management Center (CMC) name in the CMC combo box, which contains a list of all CMCs in the states for which you may order material. This field defaults to the CMC you selected as your default CMC on the PREFERENCES window, which is described later in this document. If the selected CMC default is not in a state for which you may order material, this field defaults to the first CMC listed in the CMC dropdown list. If a CMC is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

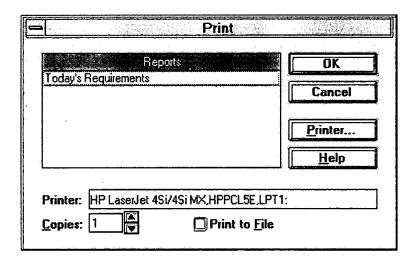
Optionally, you may select the Filter Requirements By check box to print only certain requirements within the selected CMC. Select one of the following choices:

- Inventory Site To print only requirements for a specific inventory site, select the Inventory Site radio button and select or type an inventory site name in the Inventory Site combo box, which contains a list of inventory sites for the specified CMC that currently have material requirements that need to be satisfied today. If an inventory site is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK. Inventory Site is the default radio button.
- Resource ID To print only requirements that are assigned to a specific resource ID, select the Resource ID radio button and type a resource ID in the Resource ID text box.

To get help while on this dialog, press the HELP button. To close this dialog without printing the report, press the CANCEL button. To close this dialog and print the report, press the OK button. The system displays an appropriate message under the following conditions:

- If no requirements were found that needed to be satisfied today for the selected CMC, resource ID, or inventory site, an informative message is displayed. Respond to the message by pressing OK.
- If an invalid resource ID is entered, an error message is displayed. Respond to the message by pressing OK.
- If the Filter Requirements By check box is selected and neither a resource ID nor inventory site is entered, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, The PRINT dialog shown below is displayed.



This dialog allows you to print a report as described earlier. To get help while on the PRINT dialog, press the HELP button. To close the dialog without printing, press the CANCEL button.

To print a report of today's requirements, press the OK button. A Material Requirements to be Fulfilled Today report similar to the one shown on the following page is printed. The report is sorted by job number and inventory site.

MP-10312 By:

MATERIAL REQUIREMENTS TO BE FULFILLED TODAY FOR CMC: LSVL

Date: 04/24/1995 01:23:45 PM Job: MA02RMFT

John Doe, YZPŁREW

Site:

| Job: | 45I | .001 | 181 |
|------|-----|------|-----|

| Job: 45L00 | 118N | | | | | | | | | |
|------------|------|--------------|----------|---|------------|----------|-----------|---|------------|---|
| | | MATERIAL | | J | ON JOB | RESOURCE | INVENTORY | С | SCHEDULED | R |
| PRINT | STEP | DESCRIPTION | QUANTITY | P | DATE | ID | SITE | F | ORDER DATE | В |
| 1 | 2 | GFMW-400 | 200 | • | 04/30/1995 | KO56 | LOUE | * | 04/22/1995 | |
| 5 | 1 | 189B1-100/25 | 2 | | 04/25/1995 | KJ98 | LOUE | | 04/24/1995 | |
| 5 | 1 | 10B1-400/40 | 1 | | 04/28/1995 | KJ98 | LOUE | | 04/24/1995 | * |
| Job: 45L00 | 392N | | | | | | | | | |
| | | MATERIAL | | J | ON JOB | RESOURCE | INVENTORY | С | SCHEDULED | R |
| PRINT | STEP | DESCRIPTION | QUANTITY | P | DATE | ID | SITE | F | ORDER DATE | В |
| 9 | 2 | BKMA-25 | 30 | ٠ | 04/20/1995 | KO78 | LOUE | | 04/14/1995 | * |
| 9 | 2 | GFMW-25 | 200 | • | 04/21/1995 | MN09 | LOUE | • | 04/19/1995 | |
| | | | | | | | | | | |

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BellSouth OSPCM

Page 1

If the Print to File check box is checked when you press OK, the report is printed to a file as described earlier.

CALCULATE ORDER DATE

Each time the OSPCM scheduling process runs, if the scheduled start date of an activity is within ten weeks of the current date, a process is called to calculate the on job date and order date for the requirements that have a "needed" status within that scheduling activity. To perform these calculations, the process expects to receive both a scheduling activity and a scheduled start date. In addition, the process sets a flag to indicate that the requirement does not need to be fulfilled today. This flag may later be set to indicate that the requirement does need to be fulfilled today by the process that identifies today's requirements. That process is described in the next section.

A requirement's on job date is the date that the material is needed on the job. It is based on the number of days that the material should be available prior to the requirement's scheduled start date (On Job Date = Schedule Start Date - On Job Interval)¹. A requirement's order date is the date that the requirement should be ordered so that it is available when the job is scheduled to be worked. It is based on when the material is needed on the job and how long it takes to get the material delivered once the order is placed (Order Date = On Job Date - Delivery Interval). The delivery interval depends on the type of material needed and whether the material is stocked in a BST warehouse or must be ordered from an outside vendor. If the material can be ordered from either a warehouse or a vendor, the warehouse (stock) delivery interval will be used as the normal delivery interval.

If the material needed requires a particular custom feature, if a stub is needed, or if non-cable material is needed, special delivery intervals are calculated as follows:

| Needed Material | Delivery Interval | | | |
|---|--|--|--|--|
| Non-cable or a stub | Normal delivery interval + 2 days | | | |
| A non-standard cross-box (requires special configuration) | Normal delivery interval + 2 days + 4 weeks (Since a cross-box is non-cable, 2 days are added. If a non-standard cross-box is needed an additional 4 weeks (28 days) are added). | | | |
| Prepped-end cable | Normal delivery interval + 7 days | | | |
| Pre-term cable or a taper splice | 15 days | | | |

ATLLIB01 655871.1

¹ The On Job Interval is an Operation Profile (OPF) parameter set at a CMC level. A CMC may have an On Job Interval set for both its Telco work and contract work. If not set, the region default, which is currently set at 7 days, is used.

In addition, the following business rules are enforced:

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- If the calculated order date or on job date falls on a weekend or a holiday, one day is subtracted from the date until a non-weekend or non-holiday date is reached.
- If the needed material is no longer orderable (i.e., the material item has been end-dated), the order date is set equal to the current date. This will cause the requirement to be displayed when the current day's needed requirements are viewed so that you are notified that a new material description needs to be encoded when you try to order the material.
- If the needed material is neither orderable as stock or non-stock (i.e., the material item has a stock code of "U" (unnecessary)), the order date is set equal to the current date. This will cause the requirement to be displayed when the current day's needed requirements are viewed so that you are notified that a new material description needs to be encoded when you try to order the material or that the stock code on the material item table needs to be updated to "S" (stock), "N"(non-stock), or "B"(both).
- All items in an assembly receive the order date of the earliest item in that assembly. For example, if two requirements have an assembly code of "A" and the order date of one requirement is calculated to be 1/11/96 and the order date of the other requirement is calculated to be 1/19/96, both requirements receive an order date of 1/11/96.

RECEIPT ORDERED MATERIAL

To receipt ordered material into inventory, press the Receipt Ordered Material toolbar button located on the Materials Management application window or select "Receipt Ordered Material..." from the Orders menu. The OPEN ORDER FOR RECEIPT dialog shown below is displayed. This function is available only if you are a Materials Management manager or clerk and you have the authority to update inventory.

| Open Order For Receipt | |
|-------------------------------|---------------|
| Select Key: | OK |
| ⊚ OrderMaster Number Q1234567 | Cancel Search |
| OPurchase Order Number | Help |
| OSelect Ticket Number | |
| | |
| Start at Line Item: | |

This dialog allows you to identify the shipments that you would like to receipt into inventory. Select one of the following options:

- OrderMaster Number To display shipments associated with an OrderMaster Number, click the OrderMaster Number radio button and enter a valid OrderMaster number in the associated text box.
- Purchase Order Number To display shipments associated with a purchase order number, click the Purchase Order Number radio button and enter a valid purchase order number in the associated text box.
- Select Ticket Number To display shipments associated with a select ticket number, click the Select Ticket Number radio button and enter a valid select ticket number in the associated text box.

To display shipments starting at a particular line item within an order, purchase order, or select ticket, click the Start at Line Item check box and type a line item number in the associated text box. For example, to display the last 3 line items for an order having 6 line items, enter a 4 in this field. By default, the system will start at line item 1.

If you want to display shipments associated with an OrderMaster Number, but don't know the OrderMaster Number, select the OrderMaster radio button and press the SEARCH button. The SELECT ORDER dialog shown below is displayed.

| | | Se | lect Ord | er | | |
|--------------------------|--------------|--|----------|------------|--------------|--|
| | | | | | | |
| Invento | ry Site: | SWL | □ | | Update | |
| Material <u>D</u> esc | ription: | | | | OK | |
| OrderMaster Number | Line Item | Material Description | Quantity | Job Number | Cancel | |
| | | bellunikan menerapa di sebagai di perdebagai | | | <u>H</u> elp | |
| | | 4. | | | • | |
| | | | | | | |
| ************************ | | | | | | |
| | | | | | | |
| | | | | | • | |
| | | | | | 1 | |

This dialog is used to search for orders for a particular inventory site. To search for orders, you must enter the following information:

• Inventory Site - Type or select an inventory site name in the Inventory Site combo box which contains a list of all inventory sites in the states for which you can update inventory. If an inventory site is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

Optionally, you may further limit the search by providing the following information:

• Material Description - To search for orders for a particular material description, type a material description in the Material Description text box. You may type an entire material description or you may type a partial material description using an asterisk (*) to view orders for material starting and/or ending with the portion you provided. For example, AFAW* displays orders for material starting with "AFAW"; *100 displays orders for material ending in "100"; A*W displays orders for material starting with "A" and ending in "W".

To get help while on this dialog, press the HELP button. To close the dialog without selecting an order, press the CANCEL button. To view a list of OrderMaster Numbers and its associated items, press the UPDATE button. The system displays an appropriate message under the following conditions:

- If the material description entered is not a valid material description, an error message is displayed. Respond to the message by pressing OK.
- If no orders were found for the selected inventory site or material description, an appropriate message is displayed. Respond to the message by pressing OK.

If no errors are found, the following information is displayed:

- OrderMaster Number The number assigned by OrderMaster to an order.
- Line Item The line item assigned by OrderMaster to an ordered item.
- Material Description The description of the material ordered.
- Quantity The quantity of material ordered.
- Job Number The job for which the material was ordered.

To view a particular order, select it and press the OK button or double-click it. The system displays an appropriate error message if you press OK and an order was not selected from the grid. Respond to the message by pressing OK.

If no errors are found, the OrderMaster number selected is copied to the OrderMaster Number text box on the OPEN ORDER FOR RECEIPT and the line item selected is copied to the Start at Line Item text box. To start viewing the order from this line item, click the associated check box; otherwise the system will display the order starting at the first line item.

To view the shipments associated with the specified order, purchase order, or select ticket press the OK button. The system displays an appropriate message under the following conditions:

- If you do not have access to update inventory for the state in which the order was placed, an error message is displayed. Respond to the message by pressing OK.
- If the identified OrderMaster number, purchase order number, or select ticket number does not exist, an informative message is displayed. Respond to the message by pressing OK.
- If no OrderMaster number, purchase order number, select ticket number is entered, an error message is displayed. Respond to the message by pressing OK.
- If the OrderMaster number identified has been cancelled or all the items starting with the line number specified are cancelled, a warning message is displayed. Respond to the message by pressing OK.
- If the starting line item is other than "1" and the shipments to be displayed are for an assembly order, an error message is displayed indicating that you must display the shipments starting at the first line item¹. Respond to the message by pressing YES if you wish to continue by having the system display the shipments starting at the first line item or NO if you do not wish to continue. You must display all the shipments associated with an assembly order because you are only allowed to receipt the first item into inventory. The other items are receipted for you but are not added as inventory.
- If the starting line item specified is larger than the number of line items on the order, an error message is displayed. For example, if you indicate that you want to start viewing an order starting at line item 3 and there are only 2 line items on the order, you will receive an appropriate error message. Respond to the message by pressing OK.
- If the first character of the purchase order number entered does not begin with the letter "P", an error message is displayed. Respond to the message by pressing OK.

-

¹ An assembly order is an order that has an XPIDed item as the first item on the order followed by other items that are to be assembled by various vendors and shipped as one unit to the inventory site.

If no errors are found, the RECEIPT MATERIAL window shown below is displayed.

| 0 | | | Rece | ipt Mate | rial for Q099 | 3243 | | | | T | | | |
|-----|---|---------------------|------|----------------------|--------------------------|--------------|--------------------------|--|---------------|-------------|--|--|--|
| | derMa | ### Rumber Q0993243 | | | | | | | | | | | |
| | Line Item | Material Ordered | | Quantity Received | Serial Number | Reel Type | Date Receipted | | Back Order | Sub Item | | | |
| * * | | AFAW-75 | 1000 | 1000 | L031996001 L031996003 | 414 414 | 03/19/1996 03/19/1996 | | | | | | |
| F | Additional Detail PD or S/T: Line Item: Bin Loc: Ship Date: Remarks Order: Receipt: | | | | | | | | | | | | |

The RECEIPT MATERIAL window allows you to receipt ordered material into your inventory starting at the line item specified. If not specified, the order, purchase order, or select ticket is displayed starting with its first line item.

The OrderMaster number, purchase order number, or select ticket number is displayed in a text box above the grid on the left side of the window. If displaying shipments for a purchase order or select ticket, the associated OrderMaster number is displayed in a text box above the grid on the right side of the window.

The grid on this window contains a line for each ordered item on the selected order, purchase order, or select ticket (called the "order line") followed by a line for each associated shipment (called the "shipment line").

The following information is displayed on an order line:

- Line Item The line item of the order, purchase order, or select ticket.
- Material Ordered The description of the material ordered.
- Quantity Ordered The quantity of material ordered.
- Custom Features (abbreviated CF) A symbol here indicates that the material was ordered with custom features.

The following information is displayed on a shipment line:

- Received Indicator A check-mark here indicates that the shipment has been received into inventory.
- Quantity Received The quantity of material shipped or scheduled to be shipped or the quantity of material received into inventory following receipt of the shipment. If the shipment has been shipped from a BST warehouse, the quantity actually shipped is displayed. If the shipment has not yet been shipped, the quantity scheduled to be shipped is displayed. If the shipment is to be shipped from an outside vendor, the quantity actually shipped is never displayed since CAPRI does not furnish actual ship dates to OSPCM.
- Serial Number The serial number shipped from a BST warehouse or the serial number received into inventory following receipt of the shipment. This field is displayed only if the ordered material is serialized. If the shipment has been shipped from a BST warehouse, the expected serial number is displayed. If the shipment is to be shipped from an outside vendor, the serial number is not displayed because CAPRI does not furnish serial numbers to OSPCM. If the shipment has been received, the serial number that was received into inventory is displayed.
- Reel Type The type of reel the material was shipped on or the type of reel received into inventory following receipt of the shipment. This field is displayed only if the ordered material is cable. If the shipment has been shipped from a BST warehouse, the expected reel type is displayed. If the shipment is to be shipped from an outside vendor, the reel type is not displayed because CAPRI does not furnish reel types to OSPCM. If the shipment has been received, the reel type that was received into inventory is displayed.
- **Date Receipted** The date the shipment was received into inventory. Format: mm/dd/yyyy.

- **Backorder** An asterisk (*) here indicates that the shipment is on backorder in a BST warehouse.
- Sub Item An asterisk (*) here indicates that the material shipped, expected to be shipped, or received into inventory is different from the material ordered.

A shipment may be in one of four states:

- Scheduled A shipment is "scheduled" if OSPCM has received initial status information from either REGIS or CAPRI concerning the shipment (i.e., a select ticket or purchase order has been generated). It is denoted by the absence of a receipt date, the absence of a serial number (if serialized), the absence of a check-mark in the leftmost column of the grid, and the presence of a purchase order number or a select ticket number in the Additional Detail frame. All shipments from an outside vendor are "scheduled" shipments.
- Shipped A shipment is "shipped" if OSPCM has received notice that the associated select ticket has been loop closed in REGIS. It is denoted by the presence of a serial number (if serialized), the absence of a receipt date, the absence of a check-mark in the leftmost column of the grid, and the presence of a select ticket number in the Additional Detail frame. Currently, there is no way to visually distinguish between a "scheduled" shipment and a "shipped" shipment for non-serialized material.
- Received A shipment is "received" if the associated material has been received into inventory. It is denoted by the presence of a receipt date and the presence of a check-mark in the leftmost column of the grid.
- Calculated A shipment is "calculated" if OSPCM has not yet received initial status information from either REGIS or CAPRI or if a shipment is missing for an ordered item. It is based on the quantity that Procurement should supply. If the sum of the quantity scheduled to be shipped plus the quantity actually shipped plus the quantity received for an order item is less than the quantity that Procurement should supply, a calculated shipment line is created; otherwise it is not. If no shipment information has been received from REGIS or CAPRI, a shipment line equal to the quantity ordered is displayed. A calculated shipment is denoted by the absence of a receipt date, the absence of a check-mark in the leftmost column of the grid, and the absence of a purchase order or select ticket in the Additional Detail frame. If the RECEIPT MATERIAL window was opened via a Purchase Order or a Select Ticket, a calculated shipment line is never displayed because the entire order might not be displayed when using this method.

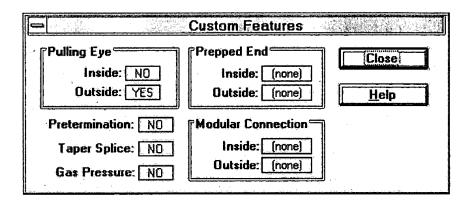
The Additional Detail frame below the grid displays additional information for the selected line in the grid. The Additional Detail frame displays the following information:

- PO or S/T The purchase order number or the select ticket number on which the material was shipped or is scheduled to be shipped. If the shipment is to be shipped from a BST warehouse, a select ticket number is displayed. If the shipment is to be shipped from an outside vendor, a purchase order number is displayed. This field is blank if no shipment details have been received from either REGIS or CAPRI.
- Line Item The purchase order line item or, if a select ticket is displayed, the OrderMaster line item. This field is blank if no purchase order or select ticket is displayed.
- **Bin Loc** The location of the material in the inventory yard. This field is blank if the responsible inventory site is not using bin locs to organize its inventory.
- Ship Date If the shipment is scheduled to be shipped from a BST warehouse, the date the shipment is scheduled to be shipped is displayed here. If the shipment is scheduled to be shipped from an outside vendor and the vendor provides a shipment date to CAPRI, the date the shipment is scheduled to be shipped is displayed here. If the vendor does not provide a shipment date, this field is blank. If the shipment was shipped from a BST warehouse, the date the shipment was actually shipped from the warehouse is displayed here.
- Order Item remarks The item remarks entered at the time the order was placed. If no remarks were entered, this field is blank.
- Receipt Item remarks Remarks pertaining to the receipt of this shipment. The remarks are recorded with the inventory transaction created at receipt time. If no remarks were entered, this field is blank.

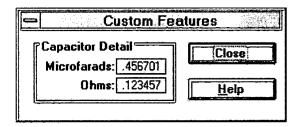
VIEW CUSTOM FEATURES

This symbol appears in the Custom Features column (abbreviated CF) of an order line if the ordered item has custom material features. To view these features, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed. The custom features displayed will vary with the type of material.

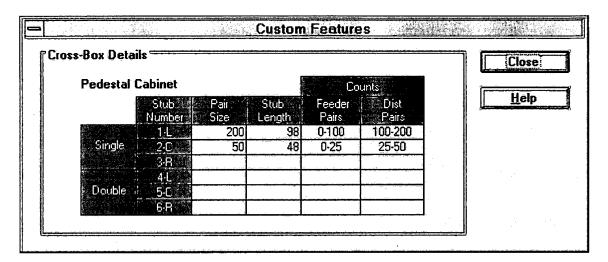
If the ordered item selected is cable, the dialog displays the custom features associated with cable as shown below. Information includes whether or not the ordered item has pulling eyes, prepped ends, preterminations, a taper splice, gas pressure, or modular connections.



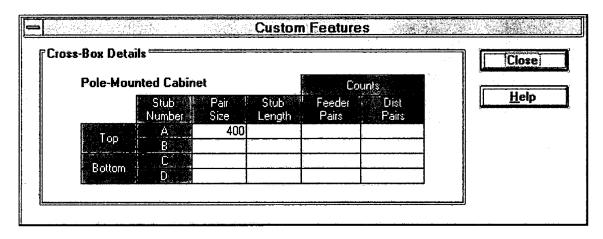
If the ordered item selected is a capacitor, the dialog displays the custom features associated with capacitors as shown below. Information includes the microfarads and/or ohms of the capacitor.



If the ordered item selected is a non-standard pedestal cross-box, the dialog displays its configuration as shown below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.



If the ordered item selected is a non-standard pole-mounted cross-box, the dialog displays its configuration as shown below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.



To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW ORDER REMARKS

To view remarks pertaining to the entire order, press the View Order Remarks toolbar button located on the RECEIPT MATERIAL window or choose "View Order Remarks" from the Actions menu. The REMARKS FOR ORDER xxxx dialog shown below is displayed, where xxxx is the current order number.

| OrderMaster Remarks: (sent to 0 | rderMaster) | | | Close |
|---------------------------------|--------------------|--------------------------------------|---------------|--------------|
| Please send on one reel. | | | • | |
| | | | | |
| udditional Remarks: (NOT in Ord | eiMaster but store | ed with order) | | <u>H</u> elp |
| | | ed with order) s not sent, return | to warehouse. | <u>Help</u> |
| Additional Remarks: (NOT in Ord | | | to warehouse. | Help |

This dialog allows you to view the order remarks that were sent to OrderMaster and any additional remarks that were recorded with the order when the order was placed.

To get help while on this dialog press the HELP button. To close this dialog, press the CLOSE button.

VIEW JOB DETAILS

To view details about the job for which this material was ordered, select an order line and press the Show Job Details toolbar button located on the RECEIPT MATERIAL window or choose "Show Job Details" from the Actions menu. The JOB DETAILS FOR THIS ORDER ITEM dialog shown below is displayed.

| | | b Number: | 느 | | | | | | | Close |
|-------|---------|---------------------|--------|-------|--------|-------------------|--------|----------------|---|--------------|
| Mat | erial D | escription: | AF. | AW-75 | | <u>,</u> | | | | <u>H</u> elp |
| Print | Step | Quantity Ordered | C F | RESID | R B | Inventory Site | W E | Work Action | | |
| 1 | 1 | 1000 | | LPD12 | | GSVL | В | PLAC | | |
| | | : | | | ┼ | | - | | | |
| | | | | | 1 | | | | | |
| | | : | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | |] | |
| | | | Š | | | . | | | | |

This dialog displays each material requirement aggregated to the selected ordered item. The following information is displayed:

- Job Number The job number for which this item was ordered.
- Material Description The description of the material ordered.
- Print The job print for which this item was ordered.
- Step The job step for which this item was ordered.
- Quantity Ordered The portion of the needed quantity that was ordered.
- Custom Features (abbreviated CF) A symbol here indicates that the requirement needs custom material features (e.g., inside pulling eye).
- **RESID** The resource ID responsible for the work.

- Roadblocks (abbreviated RB) A symbol here indicates that roadblocks (critical or non-critical) exist that may delay the work.
- Inventory Site The inventory site responsible for procuring the material.
- Work Action The type of work for which the material is needed (e.g. PLAC = placing).
- Work Environment (abbreviated WE) The work environment for which the material is needed (e.g. B = buried).

This symbol appears in the Custom Features column (abbreviated CF) if the requirement has custom material features. To view the custom features, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed. The CUSTOM FEATURES dialog as shown earlier is displayed. To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

This symbol appears in the Roadblock column (abbreviated RB) if the substep for which the requirement exists has any roadblocks. To view the roadblock(s), double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The ACTIVE ROADBLOCKS dialog shown below is displayed.

| | ctive Roadbl | acks | |
|---|-------------------------------|---------------------------------------|--------------|
| Description | Expected Clearance Date | Critical | Close |
| Critical rb 1 of 2, rmks non-crit 2 of 2, rmks | 01/03/1996 02/01/1996 | * | <u>H</u> elp |
| | | | |
| | | | |
| | | | |
| Additional Details Employee Name: | | · · · · · · · · · · · · · · · · · · · | |
| Linda DeHaven | | | |
| Remarks: | | | |
| Roadblock remarks for critical roa | dblock ss_ewo_id1 | 19207. (1 of 2) | • |

To get help while on the dialog, press the HELP button. To close this dialog, press the CLOSE button.

To close the JOB DETAILS FOR THIS ORDER ITEM dialog, press the CLOSE button.

RECEIPT MATERIAL FOR THE FIRST TIME WITHOUT EXCEPTIONS

Receipting material for the first time without exceptions implies that the shipment has not already been receipted and that:

- the description of the material to be receipted is exactly the same as the description of the material ordered or expected to be shipped (if a substitution was made by the warehouse),
- the quantity to be receipted is equal to the quantity ordered or expected to be shipped,
- a serial number is present, if the material is serialized, and it is equal to the serial number to be receipted,
- a reel type is present, if the material is cable, and it is equal to the reel type to be receipted,
- the date the material was received is equal to the current date,
- no remarks need to be recorded with the receipt transaction, and
- the bin location of the material is not to be recorded.

To receipt a shipment, select one or more shipment lines for the ordered item you want to receipt and press the Receipt Line Item toolbar button located on the RECEIPT MATERIAL window or choose "Receipt Line Item" from the Actions menu. The system displays an appropriate message under the following conditions:

- If receipting an assembly order, the system displays an error message if you select any shipment but the first. Respond to the message by pressing OK.
- If receipting serialized material and a serial number is not provided, an error message is displayed. Respond to the message by pressing OK.
- If receipting cable and a reel type is not provided, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the system receipts the material into the responsible inventory site's inventory as follows²:

- The selected shipments are marked as "received". Each shipment received has a check-mark displayed in the leftmost column of the grid and the current date appears in the Date Receipted field. If receipting an assembly order, the shipments for the add-on assembly items will be receipted automatically when the XPID is receipted. If a calculated shipment is received, a shipment is created and marked "received".
- The material is receipted as "unassigned" inventory and an Order Receipt material inventory transaction is recorded. If receipting an assembly order, the XPID will be receipted as "unassigned" inventory, but the add-on assembled items will not be receipted into inventory. An Order Receipt material inventory transaction is recorded only for the XPIDed item of the assembly order.
- If the requirement for which the material was ordered still exists (i.e., the job or substep has not been cancelled and the requirement has not changed), the material is assigned to the appropriate substep(s) within that job and an Assignment material inventory transaction is recorded for each assignment made. If the requirement has been completely satisfied (substep's assigned quantity = substep's order quantity) or, if cable, and the quantity assigned to the substep is greater than or equal to the record length measurement needed, each substep to which the material was assigned is marked as having all of its material received. The system will not assign more material than is needed on the substep. If the quantity received is greater than the quantity needed, the assignment is made for the quantity needed and the remaining quantity remains in the unassigned status.
- If the requirement for which the material was ordered no longer exists (e.g. the job or substep was cancelled or the requirement changed), the inventory item remains in the "unassigned" status.
- If the total quantity received for this ordered item is greater than or equal to the quantity to be supplied by Procurement, the ordered item is marked "received". If the total quantity received for this ordered item is less than the quantity to be supplied by Procurement, the difference is calculated and the remaining balance to be shipped is displayed on a new shipment line for that order item.

-

² If the material was ordered by one inventory site and shipped to an alternate inventory site, the material is receipted into the alternate inventory site's inventory. If the material was shipped to an alternate address, the material is receipted into the ordering inventory site's inventory.

- The Assignment transaction is marked as not to be sent to Asset Management.
- The Order Receipt transaction is marked as to be sent to Asset Management or not to be sent to Asset Management based on the following rules:
 - If the material received was not ordered direct to code, the transaction is marked to be sent to Asset Management.
 - If the material received was ordered direct to code (either to a c-code or to an m-code) but not assigned to the account for which it was ordered, the transaction is marked to be sent to Asset Management. This situation can occur if the requirement for which the material was ordered no longer exists or if it was marked "do not order direct to code" after the material was already ordered.
 - If the material received is central office equipment, the transaction is marked as not to be sent to Asset Management.
 - If the material received was ordered direct to code (either to a c-code or to an m-code) and assigned to the account for which it was ordered, the transaction is marked as not to be sent to Asset Management.

RECEIPT MATERIAL FOR THE FIRST TIME WITH EXCEPTIONS

Receipting material for the first time with exceptions implies that the shipment has not already been receipted and that one or more of the following applies:

- the description of the material to be receipted is not exactly the same as the description of the material ordered or expected to be shipped,
- the quantity to be receipted is not equal to the quantity ordered or expected to be shipped,
- a serial number is present, but it is not equal to the serial number to be receipted,
- a serial number is not present and the material to be receipted is serialized,
- a reel type is present, but it is not equal to the reel type to be receipted,
- a reel type is not present and the material to be receipted is cable,
- the date the material was received is not equal to the current date,
- remarks need to be recorded with the receipt transaction,
- the bin location of the material is to be recorded, or
- the material is damaged or unwanted and will be returned to a BST warehouse or to an outside vendor.

To indicate the exceptions with which to receipt the material, double-click a shipment line you want to receipt or move the marquee to it and press Enter. The EDIT LINE ITEM dialog shown below is displayed.

| Edit Line Item | |
|--|--------------|
| Order Data Material Desc: BKMA-100. Quantity: 36 | OK Cancel |
| Receipt Data | <u>H</u> elp |
| Serial Number: Reel Tope: | • |
| Material Desc: BKMA-100 Quantity: 36 Date: 01/08/1996 Bin Loc: | |
| Remarks: | |
| | |
| Thomas and the state of the sta | |
| | |

The fields on this dialog default to what was ordered or what was expected to be shipped, if available.

The following information is displayed in the Order Data frame:

- Material Description The description of the material ordered.
- Quantity The quantity of material ordered.

You may enter or overtype the information displayed in the Receipt Data frame as described below.

Serial Number - The serial number of the material received, if serialized. If
receipting serialized material and the serial number is blank or is different
from what was shipped, enter the serial number in the Serial Number text box.
The serial number entered must not be a serial number already existing in this
CMC.

- Reel Type The reel type of the material received, if cable. If receipting
 cable and the reel type is blank or is different from what was shipped, enter a
 valid reel type in the Reel Type combo box or select one from the drop down
 list.
- Material Description The description of the material received. If the description of the material is different from what was shipped, enter a valid material description in the Material Description text box.
- Quantity The quantity of material received. If the quantity is different from what was shipped, enter the quantity to be received into inventory. The quantity entered must be greater than zero.
- Date The date the material was received. This field defaults to the current date. If receipting material for a previous day, enter a date less than the current date.
- Bin Loc The bin location of where the material will be stored in inventory. If your inventory site is using bin locations, enter a bin loc. This field is not validated. If you receipt the same non-serialized material on the same day and don't use the same bin loc as previously used, the last entered bin loc will become the bin loc for all of this non-serialized material at this location received on this day.
- Remarks Enter any remarks that you wish to be recorded with the order receipt transaction.
- **Damaged/Unwanted** If the material will be returned to a BST warehouse or to an outside vendor, check the Damaged/Unwanted check box.

To get help while on this dialog, press the HELP button. To close this dialog without saving the changes, press the CANCEL button. To close this dialog and save the changes made, press the OK button. The system displays an appropriate message under the following conditions:

- If the serial number to be received already exists in this CMC, an error message is displayed. Respond to the message by pressing OK.
- If receipting cable and no reel type was provided or an invalid reel type was provided, an error message is displayed. Respond to the message by pressing OK.

- If the material description to be received is not valid, an error message is displayed. Respond to the message by pressing OK.
- If the quantity to be received is zero, an error message is displayed. Respond to the message by pressing OK.
- If the receipt date entered is greater than the current date, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the changes made on the EDIT LINE ITEM dialog are reflected on the selected shipment line on the RECEIPT MATERIAL window as follows:

- The Quantity Received field is populated with the indicated receipt quantity.
- The Serial Number field is populated with the indicated serial number.
- The Reel Type field is populated with the indicated reel type.
- The Date Receipted field is populated with the indicated receipt date.
- If the description of the material received is different from the description of the material ordered, the Sub Item field is populated with an asterisk (*).
- Any remarks entered on the EDIT LINE ITEM dialog are displayed in the Additional Detail frame as Receipt Item Remarks.
- The Bin Loc field in the Additional Detail frame is populated with the indicated bin loc.
- If the RECEIPT MATERIAL window was opened via an OrderMaster Number, any remaining balance to be shipped for the ordered item is calculated and, if greater than zero, is displayed as a new shipment line.

Select the next shipment to be receipted and make any needed changes. After all shipments that you want to receipt have been selected, press the Receipt Line Item toolbar button or choose "Receipt Line Item" from the Actions menu as described earlier. The system receipts the material as described earlier with the following exception:

• If the shipment was marked as damaged or unwanted, the material is receipted as "awaiting return" inventory, rather than "unassigned" inventory, and is not assigned to the job for which it was ordered. Each associated requirement is marked as needing material again and as ready to be fulfilled.

COMPLETE AN ORDERED ITEM

When remaining shipments are indicated and no more shipments are expected to arrive for an ordered item, the ordered item may be marked complete. This feature exists so that an ordered item will not get "hung up" in an ordered or shipped status when everything that is going to be received has been received. This function is not available if the RECEIPT MATERIAL window was opened via a Purchase Order or a Select Ticket.

Select the order line of the ordered item you wish to complete and click the Complete Order Item toolbar button located on the RECEIPT MATERIAL window or choose "Complete Order Item" from the Actions menu. A process is initiated to indicate that no more shipments are expected to be received for this order item as follows:

- If there are no shipments or no received shipments at the time the ordered item is marked complete, the selected ordered item is put into a "cancelled" status.
- If there is at least one received shipment at the time the ordered item is marked complete, the selected ordered item is put into a "complete" status.
- The quantity remaining to be satisfied is re-calculated for each associated substep that has not yet been received and, if the quantity remaining is greater than zero, the requirement is marked as needing material again and ready to be fulfilled³.
- If the material ordered is cable, the responsible CMC's year-to-date MCF(million conductor feet) of copper cable ordered or FKF (fiber kilo feet) of fiber cable ordered is decreased by the remaining quantity needed on the substep.
- After an ordered item has been completed, any unreceived shipments are no longer displayed.

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³ If completing a cable item and the quantity received is greater than the substep's record length measurement, the substep's material status would have been changed to "received" when the shipment was received; thereby making it unnecessary for any remaining needed quantity to be calculated.

UNCOMPLETE AN ORDERED ITEM

If an ordered item is "cancelled" or is "complete" it must first be uncompleted before any corrections or further receipts may be done. This function is not available if the RECEIPT MATERIAL window was opened via a Purchase Order or a Select Ticket.

Select the order line of the ordered item for which a correction or additional receipt is needed and click the Uncomplete Order Item toolbar button located on the RECEIPT MATERIAL window or choose "Uncomplete Order Item" from the Actions menu. A process is initiated to set the ordered item back to its previous status as follows:

- If there are no shipments at the time the order item is uncompleted, the selected ordered item is put back into an "ordered" status.
- If there are shipments but no received shipments at the time the order item is uncompleted, the status to which the ordered item is returned depends on whether or not there are actual shipments recorded. If the actual quantity shipped is greater than or equal to the quantity to be supplied by Procurement, the selected ordered item is put back into a "shipped" status. If the actual quantity shipped is less than the quantity to be supplied by Procurement, the selected ordered item is put back into an "ordered" status.
- If there is at least one received shipment at the time the order item is uncompleted, the status to which the ordered item is returned depends on whether or not there are shipments that have not yet been received. If the received quantity is greater than or equal to the quantity to be supplied by Procurement, the selected order item is put back into a "received" status. If the actual shipped quantity is greater than or equal to the quantity to be supplied by Procurement, the selected ordered item is put back into a "shipped" status. If neither of these is true, the selected ordered item is put back into an "ordered" status.
- The quantity remaining to be satisfied is re-calculated for each associated substep that has not yet been received, and if the quantity remaining is equal to zero, the requirement is put back into an "ordered" status and marked as not ready to be fulfilled.
- If the material ordered is cable, the responsible CMC's year-to-date MCF(million conductor feet) of copper cable ordered or FKF (fiber kilo feet) of fiber cable ordered is increased by the quantity no longer needed on the substep.

• After an order item has been uncompleted, any unreceived shipments are displayed and any remaining balance to be shipped for the ordered item is calculated and, if greater than zero, is displayed as a new shipment line.

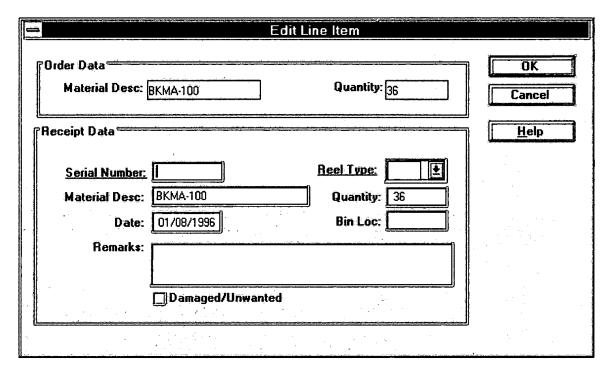
These shipments may now be received or a receipt may be made against the remaining balance. If there are no unreceived shipments or no remaining balance to receipt against, you may add a shipment using the process described below.

ADD A SHIPMENT

You may add a shipment to handle duplicate shipments for a specified ordered item. This function is not available if the RECEIPT MATERIAL window was opened via a Purchase Order or a Select Ticket.

If the ordered item is "cancelled" or "complete", you must first uncomplete the ordered item before adding a shipment. Select the order line of the ordered item for which you want to add a shipment and click the Uncomplete Order Item toolbar button located on the RECEIPT MATERIAL window or choose "Uncomplete Order Item" from the Actions menu. A process is initiated to set the ordered item back to its previous status as described earlier.

To add a shipment, select the order line for the ordered item for which you want to add a shipment and click the Add A Shipment Item toolbar button located on the RECEIPT MATERIAL window or choose "Add A Shipment Item" from the Actions menu. The EDIT LINE ITEM dialog shown on the following page is displayed.



The fields on this dialog default to what was ordered. You may enter or overtype the information in the text boxes as described earlier. Since this is probably a duplicate shipment, check the Damaged/Unwanted check box to mark the material as "awaiting return" when it is receipted into inventory.

To get help while on this dialog, press the HELP button. To close this dialog and save the changes made, press the OK button. To close this dialog without saving the changes, press the CANCEL button.

Upon returning to the RECEIPT MATERIAL window, a new shipment line is displayed for this ordered item with the information entered on the EDIT LINE ITEM dialog.

To receipt this material into inventory, press the Receipt Line Item toolbar button or choose "Receipt Line Item" from the Actions menu as described earlier. A shipment is created and a process is initiated to receipt the material either as "awaiting return" inventory, "unassigned" inventory, or "assigned" inventory as described earlier.

UNRECEIPT A SHIPMENT

You may need to unreceipt a shipment previously receipted if the wrong information was entered, such as the serial number or quantity, or if a shipment was receipted for the wrong ordered item. You may unreceipt a shipment and receipt again with the correct information.

If the ordered item is "complete", you must first uncomplete the ordered item before you can unreceipt any of its shipments. Select the order line of the ordered item for which you need to make a correction and click the Uncomplete Order Item toolbar button located on the RECEIPT MATERIAL window or choose "Uncomplete Order Item" from the Actions menu. A process is initiated to set the ordered item back to its previous status as described earlier.

To unreceipt a shipment, select the shipment line of the ordered item to which you need to make a correction and click the Unreceipt Line Item toolbar button located on the RECEIPT MATERIAL window or choose "Unreceipt Line Item" from the Actions menu. The system displays an error message if there is an insufficient inventory balance to unreceipt (i.e., the quantity to be unreceipted is greater than the current inventory balance for this material). Respond to the message by pressing OK.

If no errors are found, a process is initiated to reverse the previous receipt against this shipment as follows:

- The shipment is marked as no longer being received. If the shipment is not
 associated with a Purchase Order or Select Ticket (i.e., an added shipment),
 the shipment is deleted. Following the unreceipt, the Date Receipted field of
 the shipment line selected is cleared and the check-mark is no longer
 displayed.
- If the material was assigned to a job, the inventory item is unassigned from the appropriate substep(s) within that job and an Unassignment material inventory transaction is recorded for each unassignment done. Each substep to which the material was assigned is put back in an "ordered" status.
- If the total quantity received for this ordered item is now less than the quantity to be supplied by Procurement, the process indicates that the ordered item is no longer received and is put back into its prior status; otherwise it remains in the "received" status. If the actual shipped quantity is greater than or equal to the quantity to be supplied by Procurement, the ordered item is put back into the "shipped" status. If the actual shipped quantity is less than the quantity to be supplied by Procurement, the ordered item is put back into the "ordered" status.

- The material is deleted from inventory and an Order Receipt Reversal inventory transaction is recorded.
- The Unassignment transaction is marked as not to be sent to Asset Management.
- The Order Receipt Reversal transaction is marked as to be sent to Asset Management or not to be sent to Asset Management based on the following rules:
 - If the material received was not ordered direct to code, the transaction is marked to be sent to Asset Management.
 - If the material received was ordered direct to code (either to a c-code or to an m-code) but not assigned to the account for which it was ordered, the transaction is marked to be sent to Asset Management.
 - If the material received is central office equipment, the transaction is marked as not to be sent to Asset Management.
 - If the material received was ordered direct to code (either to a c-code or to an m-code) and assigned to the account for which it was ordered, the transaction is marked as not to be sent to Asset Management.

To close the RECEIPT MATERIAL window, double-click the control box located in the upper left corner of the window. At this time an RF-8010 form is printed if the material received is for Central Office equipment and no assignment was made following the receipt because either the requirement for which the material was ordered no longer exists or the material was receipted as damaged/unwanted. Form RF-8010 (see Attachment 1) is printed to move the material from the Field Reporting Code (FRC) and Geographic Location Code (GLC) of the requirement to which it was ordered to the 1220.1412 (Material Held For Future Use) account in the responsible inventory site.

Attachment 1

The following information is printed on the RF-8010 form when receiving unassigned Central Office Equipment:

- Transfer Report No. The state where the material was received followed by the OSPCM Material Inventory Transaction Number (e.g., KY11184).
- Purpose of Transfer This field always equals "Adj. Accounts".
- Ship/Transfer From (Credit)
 - Location The inventory site where the material was received.
 - State The state where the material was received.
 - **Geo. Loc.** The exception geographic location code to which the material was ordered.
 - Auth. No. The job number for which the material was ordered.
 - RCO The responsibility code of the inventory site where the material was received.
 - RCC The responsibility code of the inventory site where the material was received.
 - **Field Code** The field reporting code (FRC) to which the material was ordered (i.e., 257C).
 - Vendor Order Number The purchase order or select ticket on which the material was shipped.
- Ship/Transfer To (Debit)
 - Location The inventory site where the material was received.
 - State The state where the material was received.
 - **Geo. Loc.** The geographic location code of the inventory site where the material was received.
 - RCO The responsibility code of the inventory site where the material was received.
 - RCC The responsibility code of the inventory site where the material was received.
 - Func. Code The function code of the Material Held For Future Use account. This field is always equal to "5C5T".
- Transportation Instructions
 - Field Code This field defaults to 6 blanks followed by an "M". Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.
- Engineering Contact
 - Engineer The name of the user's supervisor. The "user" is the person who receipted the material into OSPCM.
 - **Prepared By** The name of the person who receipted the material into OSPCM. The user's Common Userid (CUID) is used to obtain his/her name.

- Date The date the material was receipted into inventory. This field is always equal to the current date.
- Remarks Remarks entered at the time the material was receipted into inventory.
- Equipment Description The description of the material receipted into inventory. If the material is serialized, its serial number will be printed following the material description.
- Cond. The condition of the material. This field always equals "G" (good).
- Qty. The quantity of material receipted into inventory.
- Per This field always equal "EA" (each).
- Yr. Pl. The year the inventory item was receipted into inventory.

RECEIVE SHIPMENT DETAILS

Shipment details provide OSPCM information to determine the status of an ordered item as it is processed in either REGIS or CAPRI. After OrderMaster processes an order it sends each ordered item to either REGIS or CAPRI, depending on the material ordered (see Order Material Requirements section of this document for a description of when items are sent to REGIS and when they are sent to CAPRI).

REGIS sends shipment information to OSPCM via a navigator contract and CAPRI sends shipment information to OSPCM via BUFIT.

Shipment information is received from REGIS under any of the following conditions:

- Initial generation of a select ticket,
- assignment of a new select ticket following a held order (future day, reinventory held, IBI-held) release or a backorder resolution,
- a quantity change on a held order,
- a change in the scheduled ship date,
- cancellation of a held order or a backorder, or
- when a select ticket is loop closed (i.e., shipped from the warehouse).

Shipment information is received from CAPRI under any of the following conditions:

- Initial generation of a purchase order,
- a change in the scheduled ship date, or
- cancellation of a purchase order.

Each time REGIS or CAPRI sends shipment information to OSPCM, a process is called to record the details so that they are available to you when you view the status of an order or when you want to receipt the ordered material into inventory.

The following information is provided to OSPCM (fields are provided by both REGIS and CAPRI unless otherwise noted):

- State Code The state associated with the Requestor Authority Number (RAN) that ordered the material. This field is used to route the contract to the proper server. (Length: 2)
- System Id The system identifier of the system providing the shipment information. (Length: 2) Values are "CP" (CAPRI) and "RG" (REGIS).

- Return Code The return code indicating the status of a shipment. (Length: 2) Values are:
 - 10 Item was successfully ordered. This return code can be received from both REGIS and CAPRI and may be received under the following conditions:
 - The entire ordered quantity can be satisfied by REGIS.
 - The entire ordered quantity can be satisfied by CAPRI.
 - A portion of the ordered quantity can be satisfied by REGIS and the remaining quantity was backordered.
 - A portion of the ordered quantity can be satisfied by REGIS and the remaining quantity was sent to CAPRI. This situation can occur if a PIDed non-stock item is ordered and the warehouse does not have the non-stock item in stock. REGIS does not send a return code of 10 for the portion of the ordered quantity that was sent to CAPRI. Only the portion of the ordered quantity that was satisfied by REGIS is reported to OSPCM. If the entire order quantity was sent by REGIS to CAPRI, no status message is returned to OSPCM from REGIS.
 - 11 Item was not ordered. This return code can only be received from REGIS and may be received under the following conditions:
 - The ordered quantity could not be satisfied by REGIS and could not be backordered. This situation can only occur if a PIDed stock item is ordered; otherwise, REGIS would have passed the order on to CAPRI.
 - 12 Item was partially ordered. This return code can only be received from REGIS and may be received under the following conditions:
 - A portion of the ordered quantity can be satisfied by REGIS, but the remaining quantity cannot be satisfied. For example, if the order quantity exceeds the maximum order quantity allowed for the RAN used to place the order, REGIS satisfies the order with the maximum quantity allowed and does not satisfy the remaining quantity.
 - 13 PROPAR failure at order time. This return code can only be received from REGIS and may be received under the following conditions:
 - REGIS attempted to pass either the entire order quantity or a
 portion of the order quantity to CAPRI at order time but there
 was an internal PROPAR failure in REGIS which means that
 CAPRI never received the order.

- 14 PRBA failure at order time. This return code can only be received from REGIS and may be received under the following conditions:
 - REGIS attempted to create a backorder for either the entire order quantity or a portion of the order quantity at order time but there was an internal PRBA failure in REGIS which means that the backorder was never created.
- 20 Item will be or was shipped. This return code can only be received from REGIS and may be received under the following conditions:
 - The select ticket was loop closed clean (quantity ordered = quantity shipped).
 - The select ticket was dirtied up to some quantity greater than the ordered quantity.
 - The select ticket was dirtied down to some quantity less than the ordered quantity and the remaining quantity or the entire quantity (if dirtied to zero) was backordered.
 - The select ticket was dirtied down to some quantity less than the order quantity and the remaining quantity or the entire quantity (if dirtied to zero) was re-directed to another warehouse.
 - The select ticket was dirtied down to some quantity less than the order quantity and the remaining quantity or the entire quantity (if dirtied to zero) was re-directed to CAPRI.
- 21 Item will not be shipped. This return code can only be received from REGIS and may be received under the following conditions:
 - The select ticket was dirtied down to zero and the item was not backordered, not re-directed to another warehouse, nor re-directed to CAPRI.
- 22 Item was partially shipped. This return code can only be received from REGIS and may be received under the following conditions:
 - The select ticket was dirtied down to some quantity less than the ordered quantity but the remaining quantity was not backordered, not re-directed to another warehouse, nor redirected to CAPRI.
- 23 Loop Closure was reversed. This return code can only be received from REGIS and may be received under the following conditions:
 - The select ticket was reversed loop closed. This can occur
 even if the select ticket was not previously loop closed. It most
 often occurs if a mistake was made during loop closure (e.g.
 the wrong select ticket was loop closed or the wrong quantity
 was loop closed).

- 24 PROPAR failure at loop closure. This return code can only be received from REGIS and may be received under the following conditions:
 - REGIS attempted to pass either the entire order quantity or a
 portion of the order quantity to CAPRI at loop closure but there
 was an internal PROPAR failure in REGIS which means that
 CAPRI never received the order.
- 25 PRBA failure at loop closure. This return code can only be received from REGIS and may be received under the following conditions:
 - REGIS attempted to create a backorder for either the entire order quantity or a portion of the order quantity at loop closure but there was an internal PRBA failure in REGIS which means that the backorder was never created.
- 30 Scheduled ship date change. This return code can be received from both REGIS and CAPRI and may be received under the following conditions:
 - The due date was changed on a held order in REGIS
 - CAPRI received a scheduled ship date change from a vendor.
- 31 Quantity change. This return code can only be received from REGIS and may be received under the following conditions:
 - The quantity to be shipped was changed on a held order in REGIS.
- 32 Purchase Order or Select Ticket was cancelled. This return code can be received from both REGIS and CAPRI and may be received under the following conditions:
 - A held order or backorder was cancelled in REGIS.
 - A purchase order was cancelled in CAPRI.
- Return Message A message explaining why the entire order quantity could not be satisfied. This field may be provided if a return code of 11, 12, or 13 is received from REGIS. (Length: 60)
- OrderMaster Number The "Q" number of an ordered item. (Length: 8)
- OrderMaster Sequence Number The "Q" item number of an ordered item. (Length: 3)
- Current Purchase Order Number The current select ticket number or purchase order number assigned to the ordered item. (Length: 10)

- Purchase Order Line Item The purchase order line item assigned to the ordered item. This field is populated only if the shipment status is received from CAPRI. (Length: 3)
- Previous Select Ticket Number The previous select ticket number assigned to the ordered item. This field is populated only when a held order is released or a backorder is resolved in REGIS. It may be provided when a return code of 10 is received. (Length: 10)
- Quantity Type Indicator The status of the select ticket. This field is populated only if a held order or backorder is created in REGIS. It may be provided when a return code of 10 is received. (Length: 1) Values are:
 - "F" Future Day
 - "I" IBI-held
 - "R" Re-inventory held
 - "B" Backordered
- Scheduled Ship Date The date the material is expected to be shipped from a BST warehouse or from an outside vendor. This field is populated only if the ordered item is assigned to a future day or current day ticket in REGIS or if the vendor provided CAPRI with a scheduled ship date. It may be provided when a return code of 10, 12, or 30 is received. (Length: 10; Format: mm/dd/yyyy)
- Actual Ship Date The date the material was shipped from a BST warehouse.
 This field is populated only when a select ticket has been loop closed in
 REGIS. It may be provided when a return code of 20 or 22 is received.
 (Length: 10; Format: mm/dd/yyyy)
- Quantity Shipped The quantity shipped or scheduled to be shipped. This field is populated with non-zeroes if a quantity is scheduled to be shipped from REGIS at order time or if a quantity was shipped from REGIS at loop closure. It may be provided when a return code of 10, 12, 31, 20, or 22 is received. In addition, the quantity not shipped is provided in this field when a return code of 13, 21, or 24 is received from REGIS. (Length: 7)
- Quantity Backordered The quantity backordered. This field is populated with non-zeroes if a backorder is created in REGIS at order time or at loop closure. It may be provided when a return code of 10, 12, or 20 is received. (Length: 7)

- Current PID The PID of the material scheduled to be shipped, actually shipped, or not to be shipped. This field is populated only when the shipment status is received from REGIS. (Length: 15)
- **Previous PID** The PID of the material ordered if a substitution was made by REGIS at order time, the PID of the material previously scheduled to be shipped if a substitution was made by REGIS prior to loop closure or at loop closure, or the PID of the material previously shipped if a substitution was made by REGIS during a re-loop closure. It may be provided when a return code of 10, 12, 20, or 22 is received. (Length: 15)
- Serial Number The serial number shipped from a BST warehouse. This field is populated only if serialized material was shipped from REGIS. It may be provided when a return code of 20 is received. (Length: 10)
- Reel Type The type of reel on which a cable item was shipped from a BST warehouse. This field is populated only if cable was shipped from REGIS. It may be provided when a return code of 20 is received. (Length: 3)
- S/T Item Cancellation An indication that the shipment for this select ticket, OrderMaster sequence number, and PID should be cancelled. This field is populated only if REGIS redirects the entire order quantity to another warehouse or to CAPRI during loop closure. It may be provided when a return code of 20 is received. (Length: 1)

The return code on each shipment detail record tells OSPCM how to process the associated information. Shipments are created, updated, and deleted in OSPCM based on the return codes received.

PROCESS A RETURN CODE OF "10" FROM REGIS

If the shipment status is from REGIS, the system searches for an existing shipment for the ordered item, current select ticket number (or previous select ticket number if a held order was released or a backorder was resolved), and current PID (or previous PID if a substitution was made).

If there is an existing non-held non-backorder shipment, the system takes the following action:

• The quantity shipped is added to the existing shipment. This is done to handle when both new and used quantities in the same zone are used to satisfy the order quantity.

If there is an existing held order or backorder shipment, REGIS has released a held order or resolved a backorder and the system takes the following action:

• The shipment is replaced with the new select ticket number, the new material description (if a substitution was made), and the quantity shipped. If the backorder was partially resolved, a new shipment is created for the ordered item, previous select ticket, and PID of the original backorder for the quantity not yet resolved.

If there is not an existing shipment, the system takes the following action:

 A new shipment is created for the ordered item, current select ticket, and current PID for the quantity scheduled to be shipped or the quantity backordered.

PROCESS A RETURN CODE OF "10" FROM CAPRI

If the shipment status is from CAPRI, the system takes the following action:

- A new shipment is created for the ordered item, current purchase order, and purchase order item number
- Since CAPRI does not send the description of the material to be shipped, the system creates the shipment for the description of the material ordered.
- Since CAPRI does not send a ship quantity to OSPCM, the system calculates the quantity to be shipped by summing the existing shipments (including held orders and backorders) for this ordered item and subtracting this value from the quantity to be supplied by Procurement.

PROCESS A RETURN CODE OF "11"

A return code of "11" indicates that the ordered quantity will not be satisfied; therefore no shipment is created and the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

- The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.
- The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "12"

A return code of "12" indicates that only a portion of the ordered quantity will be satisfied. The system searches for an existing shipment for the ordered item, current select ticket number, and current PID (or previous PID if a substitution was made).

If there is an existing non-held non-backorder shipment, the system takes the following action:

• The quantity shipped is added to existing shipment. This is done to handle when both new and used quantities in the same zone are used to satisfy the order quantity.

If there is not an existing shipment, the system takes the following action:

• A new shipment is created for the ordered item, current select ticket, and current PID for the quantity shipped or backordered.

Since only a portion of ordered quantity will be satisfied, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

- The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.
- The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "13"

A return code of "13" indicates that an internal error occurred in REGIS when the order was re-directed to CAPRI at order time; therefore the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

- The quantity to be supplied by Procurement is decreased by the quantity that will not be shipped.
- The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "14"

A return code of "14" indicates that an internal error occurred in REGIS when a backorder was attempted at order time. Since OSPCM was already notified of the backorder, the system deletes the backordered shipment for this ordered item, current select ticket, and current PID¹.

Since either the entire ordered quantity or a portion of the ordered quantity will not be satisfied, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

- The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.
- The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

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¹ If material is backordered at order time, REGIS sends a backorder quantity with a return code of "10" or "12" to OSPCM before the backorder is actually created in REGIS. If the process that creates the backorder in REGIS fails, a return code of "14" is send to OSPCM indicating that the backorder did not occur.

PROCESS A RETURN CODE OF "20"

A return code of "20" indicates that a select ticket has been loop closed in REGIS. Select tickets may be loop closed "clean", "dirtied up", or "dirtied down". If a select ticket is loop closed clean, the entire quantity associated with this select ticket will be shipped from the warehouse. If a select ticket is dirtied down a portion of the quantity ordered on this select ticket will be shipped from the warehouse (as long as the ticket was not dirtied down to zero) and the remaining quantity may be backordered, redirected to another warehouse, sent to CAPRI (if a non-stock item was ordered), or not shipped at all. If the select ticket is dirtied down to zero, the entire quantity associated with this select ticket may be backordered, redirected to another warehouse, sent to CAPRI (if a non-stock item was ordered), or not shipped at all.

If shipping serialized material, REGIS sends a return code of "20" for each serial number it ships to satisfy the ordered quantity followed by a return code of "20" indicating the total quantity shipped and/or backordered. If shipping non-serialized material, REGIS sends a single return code of "20" indicating the total quantity shipped and/or backordered.

PROCESS A SERIALIZED SHIPMENT (SERIAL NUMBER NOTIFICATION)

If the shipment detail is for a serial number, the system searches for an existing shipment for the ordered item, current select ticket number, and current PID (or previous PID if a substitution was made).

If there is an existing non-held non-backorder shipment that has not been shipped, the system takes the following action:

• The shipment is replaced with actual shipment information including the serial number shipped, the type of reel shipped (if cable was shipped), the material shipped, the quantity shipped, and the date the material was shipped.

If there is an existing non-held non-backorder shipment that has been shipped, the system takes the following action:

• A new shipment is created with actual shipment information including the serial number shipped, the type of reel shipped (if cable was shipped), the material shipped, the quantity shipped and the date the material was shipped. This will create a new shipment for each serial number shipped.

If there is not an existing shipment, the system takes the following action:

• A new shipment is created for the ordered item, current select ticket, and current PID for the quantity shipped.

PROCESS A SERIALIZED SHIPMENT (TOTAL QUANTITY SHIPPED)

When the return code of "20" is received that indicates the total quantity shipped for a serialized item, the system takes the following action:

• If the sum of the quantities shipped on each serial number is less than the total quantity shipped indicated by REGIS, an additional shipment is created for the ordered item, current select ticket, and ordered material description for the difference in the quantity shipped.

If a backorder was created at loop closure, the system searches for an existing non-held non-backorder shipment that has not been shipped for the ordered item, current select ticket number, and current PID (or ordered material description if no PID is provided) and takes the following action²:

- If a shipment exists, the shipment is marked as backordered.
- If a shipment does not exist, a backorder shipment is created for the ordered item, current select ticket, and the description of the material ordered for the quantity backordered. If REGIS creates a backorder at loop closure, it is against the material ordered. Since the current interface is designed to provide the description of the material shipped and was not designed to handle a shipment of one material description and a backorder of another material description, OSPCM creates a backorder shipment for the material ordered. This is done to accommodate the situation when a substitution is made at order time and loop closure ships some of the substituted material and backorders the remaining quantity.

If a select ticket was dirtied down to zero and re-directed to another warehouse or to CAPRI, REGIS passes notification to OSPCM that the select ticket should be cancelled. The system deletes all existing non-held non-backorder shipments for the ordered item, current select ticket number, and current PID.

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² A PID is provided on the final loop closure message for a serialized shipment from REGIS only if the entire quantity ordered on the select ticket is backordered.

PROCESS A NON-SERIALIZED SHIPMENT

If the shipment detail is for a non-serialized item, the system searches for an existing shipment for the ordered item, current select ticket number, and current PID (or previous PID if a substitution was made).

If there is an existing non-held non-backorder shipment that has not been shipped, the system takes the following action:

• The shipment is replaced with actual shipment information including the material shipped, the quantity shipped, and the date the material was shipped.

If there is not an existing shipment, the system takes the following action:

• A new shipment is created for the ordered item, current select ticket, and current PID for the quantity shipped.

If a backorder was created at loop closure, the system searches for an existing non-held non-backorder shipment that has not been shipped for the ordered item, current select ticket number, and current PID (or previous PID if a substitution was made) and takes the following action:

- If a shipment exists, the shipment is marked as backordered.
- If a shipment does not exist, a backorder shipment is created for the ordered item, current select ticket, and the description of the material ordered for the quantity backordered. If REGIS creates a backorder at loop closure, it is against the material ordered. Since the current interface is designed to provide the description of the material shipped and was not designed to handle a shipment of one material description and a backorder of another material description, OSPCM creates a backorder shipment for the material ordered. This is done to accommodate the situation when a substitution is made at order time and loop closure ships some of the substituted material and backorders the remaining quantity.

If a select ticket was dirtied down to zero and re-directed to another warehouse or to CAPRI, REGIS passes notification to OSPCM that the select ticket should be cancelled. The system deletes all existing non-held non-backorder shipments for the ordered item, current select ticket number, and current PID.

PROCESS A RETURN CODE OF "21"

A return code of "21" indicates that REGIS will not be shipping the material associated with a select ticket. The system searches for an existing shipment for the ordered item, current select ticket number, and current PID.

If there is an existing non-held non-backorder shipment, the system takes the following action:

• The quantity scheduled to be shipped for this ordered item, current select ticket, and current PID is decreased by the quantity not shipped. This is done to handle the situation where both new and used quantities are scheduled to be shipped on the same select ticket. Since REGIS may decide to ship the new quantity but not ship the used quantity, OSPCM does not want the entire shipment deleted. If the shipped quantity is reduced to zero, the shipment is deleted.

Since either the entire ordered quantity or a portion of the ordered quantity will not be satisfied, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

- The quantity to be supplied by Procurement is decreased by the quantity that will not be shipped.
- The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "22"

If shipping serialized material, REGIS sends a return code of "20" for each serial number it ships to satisfy the ordered quantity followed by a return code of "22" indicating the total quantity shipped if the quantity shipped is less than the quantity ordered on that select ticket. If shipping non-serialized material, REGIS sends a single return code of "22" indicating the total quantity shipped if the quantity shipped is less than the quantity ordered on that select ticket.

PROCESS A SERIALIZED SHIPMENT

Because the quantities shipped on each serial number may not equal the total quantity shipped indicated by REGIS, the difference between the total quantity shipped and the recorded quantity shipped for the ordered item, current select ticket, and current PID is calculated. If the difference is greater than zero, an additional shipment is created for the ordered item, current select ticket, and current PID for the difference in the quantity shipped.

Since only a portion of the ordered quantity was shipped, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

- The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.
- The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A NON-SERIALIZED SHIPMENT

The system searches for an existing shipment for the ordered item, current select ticket number, and current PID (or previous PID if a substitution was made).

If there is an existing non-held non-backorder shipment, the system takes the following action:

• The shipment is replaced with actual shipment information including the material shipped, the quantity shipped, and the date the material was shipped.

Since only a portion of ordered quantity was shipped, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

- The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.
- The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "23"

Since a return code of "23" indicates that a loop closure has been reversed, OSPCM must indicate that a shipment previously considered shipped is no longer shipped. The system deletes all existing non-held non-backorder shipments, except the first, for the ordered item, current select ticket number, and current PID. This is done to handle the situation where multiple serial numbers are shipped on a single select ticket. After deleting the appropriate shipments, the system takes the following action:

• To return the shipment back to the state it was in prior to loop closure, the remaining shipment for the ordered item, current select ticket number, and current PID is increased by the total shipped quantity deleted, the actual shipped date is changed to blanks, the expected serial number is changed to blanks (if the shipment was for serialized material), and the expected reel type is changed to blanks (if the shipment was for cable).

PROCESS A RETURN CODE OF "24"

A return code of "24" indicates that an internal error occurred in REGIS when the order was re-directed to CAPRI during loop closure; therefore the system deletes any non-held non-backorder shipments for this ordered item, current select ticket, and current PID if any exist.

Since either the entire ordered quantity or a portion of the ordered quantity will not be satisfied, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

- The quantity to be supplied by Procurement is decreased by the quantity that will not be shipped.
- The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "25"

A return code of "25" indicates that an internal error occurred in REGIS when a backorder was attempted to be created during loop closure. Since OSPCM was already notified of the backorder, the system deletes the backordered shipment for this ordered item, current select ticket, and current PID³.

Since either the entire ordered quantity or a portion of the ordered quantity will not be satisfied, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

- The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.
- The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

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³ If material is backordered at loop closure, REGIS sends a backorder quantity with a return code of "20" to OSPCM before the backorder is actually created in REGIS. If the process that creates the backorder in REGIS fails, a return code of "25" is send to OSPCM indicating that the backorder did not occur.

PROCESS A RETURN CODE OF "30"

A return code of "30" indicates that the date the material was scheduled to be shipped for a held order has changed. The system searches for an existing held order shipment for the ordered item, current select ticket number, and current PID (or ordered material description if the PID is not provided as in the case of CAPRI) and replaces the old scheduled ship date with the new scheduled ship date.

PROCESS A RETURN CODE OF "31"

A return code of "31" indicates that the quantity scheduled to be shipped for a held order has changed. The system searches for an existing held order shipment for the ordered item, current select ticket number, and current PID and replaces the quantity currently scheduled to be shipped with the new quantity to be shipped.

Since the quantity to be shipped by Procurement may have been increased or decreased, the system must update the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered if any. The system takes the following action:

- The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.
- The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "32"

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A return code of "32" indicates that a held order or a backorder was cancelled in REGIS; therefore the system deletes all held order or backorder shipments for this ordered item, current select ticket, and current PID (or ordered material description if the PID is not provided as in the case of CAPRI).

Since either the entire ordered quantity or a portion of the ordered quantity will not be satisfied, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

- The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.
- The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

CALCULATING THE STATUS OF AN ORDERED ITEM AND ITS ASSOCIATED SUBSTEPS

After a shipment status record has been processed, the system determines the status of the ordered item and the material status of the substep(s) that were aggregated to the ordered item using the following business rules:

- If the quantity to be supplied by Procurement for this ordered item is zero, change its status code to "cancelled".
- If all shipments associated with the ordered item are backordered, change the ordered item's status code to "backordered" if it is not already.
- If the total quantity actually shipped for this ordered item is greater than or equal to the quantity to be supplied by Procurement, change the ordered item's status code to "shipped" if it is not already.
- If the total quantity actually shipped for this ordered item is less than the quantity to be supplied by Procurement, change the ordered item's status code to "ordered" if it is not already.
- If the ordered item's status code is "shipped", change the material status code on each associated substep to "shipped" if there is no remaining quantity needed on the substep.
- If the ordered item's status code is "ordered", change the material status code on each associated substep to "ordered" if there is no remaining quantity needed on the substep.

The following business rules are observed when processing shipment details:

- Any shipment detail received after the shipment has already been received into inventory is ignored.
- The current PID and previous PID are converted to a material description before they are used.
- If a PID is not provided, the system uses the ordered material description to process shipment details.
- The quantity to be supplied by Procurement is never increased to a quantity greater than the original ordered quantity.

SEND RECEIPT NOTIFICATION TO CAPRI

This section defines the material receipt notification interface between OSPCM and CAPRI. Order Receipt material inventory transactions are created in OSPCM each time ordered material is received into inventory via the RECEIPT MATERIAL window described in the Receipt Ordered Material section of this document. The receipt of material shipped from a BST warehouse does not need to be reported to Procurement; however, the receipt of material shipped from an outside vendor must be reported to CAPRI before it can authorize payment to the vendor.

The chosen interface is a daily file transmission using BUFIT. This transmission is automatically initiated daily by the system. One file containing all of the day's order receipt transactions for material shipped on a Purchase Order is transmitted to CAPRI. The CAPRI system runs on an MVS system in the Birmingham, AL data center.

The following information is sent to CAPRI for each ordered item received:

- System Id The OSPCM System Identifier. Its value is "MA". (Length: 2)
- Requisition Number The OrderMaster number of the ordered item received. (Length: 8)
- **Requisition Item Number** The OrderMaster sequence number of the ordered item received. (Length: 3)
- Purchase Order Number The purchase order number associated with the ordered item received. (Length: 8)
- Purchase Order Line Item The purchase order line item associated with the ordered item received. (Length: 3)
- Quantity Received The net quantity of material receipted into OSPCM's inventory to date for the ordered item. (Length: 7)
- Receipt Date The date the most recent shipment was receipted into OSPCM's inventory. (Length: 8; Format: MMDDYYYY, where MM is the month, DD is the day, and YYYY is the year)

The following business rules are observed when reporting receipt notification to CAPRI:

- The process reads the material inventory transaction table for the current day's Order Receipt and Order Receipt Reversal transactions that are associated with a purchase order. For each purchase order line item received, one record is created in the receipt notification file.
- Since there is only one Order Receipt material inventory transaction for an assembly order, the process creates one receipt notification record for the assembled unit and one receipt notification record for each add-on item¹.
- For each purchase order line item received, OSPCM will calculate the net quantity received to date. For example, suppose a purchase order item is receipted for a quantity of 5 on Monday, unreceipted on the same day, and receipted again on Tuesday for a quantity of 6. Monday's receipt file would reflect a received quantity of 0 and Tuesday's receipt file would reflect a received quantity of 6.

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¹ An assembly order is an order that has an XPIDed item as the first item on the order followed by other items that are to be assembled by various vendors and shipped as one unit to the inventory site.

VIEW ORDER SUMMARY

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To view an order summary, select the Show An Order Summary toolbar button located on the Materials Management application window or select "Show an Order Summary..." from the Orders menu. The DISPLAY ORDER SUMMARY dialog shown below is displayed.

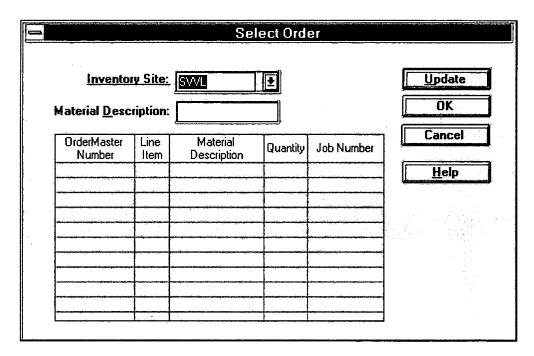
| Display Order Summary | |
|---|---------------|
| Select Key: | OK |
| © OrderMaster Number Start at Line Item: | Cancel Search |
| OPurchase Order Number | <u>H</u> elp |
| O Select <u>Ticket Number</u> O <u>Job Number</u> | |
| | |

This dialog allows you to identify the order that you wish to view. You may view the entire order based on one of the following choices:

- OrderMaster Number To view an order via its OrderMaster number, click the OrderMaster Number radio button and enter a valid OrderMaster number in the associated text box. To view an OrderMaster number starting at a particular line item, click the Start at Line Item check box and type a line item number in the associated text box. For example, to view the last 3 line items for an order having 6 line items, enter a 4 in this field. By default, the system will start at line item 1.
- Purchase Order Number If you know a purchase order number associated with an order, you may view the entire order via that purchase order number. Click the Purchase Order Number radio button and enter a valid purchase order number in the associated text box.

- Select Ticket Number If you know a select ticket number associated with an order, you may view the entire order via that select ticket number. Click the Select Ticket Number radio button and enter a valid select ticket number in the associated text box.
- Job Number If you know the job for which an order was placed, you may view the entire order via that job number. Click the Job Number radio button and enter a valid job number in the associated text box.

If you want to view an order via its OrderMaster Number, but don't know the OrderMaster Number, select the OrderMaster radio button and press the SEARCH button. The SELECT ORDER dialog shown below is displayed.



This dialog is used to search for orders for a particular inventory site. To search for orders, you must enter the following information:

• Inventory Site - Type or select an inventory site name in the Inventory Site combo box which contains a list of all inventory sites in the BellSouth region. If an inventory site is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

Optionally, you may further limit the search by providing the following information:

• Material Description - To search for orders for a particular material description, type a material description in the Material Description text box. You may type an entire material description or you may type a partial material description using an asterisk (*) to view orders for material starting and/or ending with the portion you provided. For example, AFAW* displays orders for material starting with "AFAW"; *100 displays orders for material ending in "100"; A*W displays orders for material starting with "A" and ending in "W".

To get help while on this dialog, press the HELP button. To close the dialog without selecting an order, press the CANCEL button. To view a list of OrderMaster Numbers and its associated items, press the UPDATE button. The system displays an appropriate message under the following conditions:

- If the material description entered is not a valid material description, an error message is displayed. Respond to the message by pressing OK.
- If no orders were found for the selected inventory site or material description, an appropriate message is displayed. Respond to the message by pressing OK.

If no errors are found, the following information is displayed:

- OrderMaster Number The number assigned by OrderMaster to an order.
- Line Item The line item assigned by OrderMaster to an ordered item.
- Material Description The description of the material ordered.
- Quantity The quantity of material ordered.
- Job Number The job for which the material was ordered.

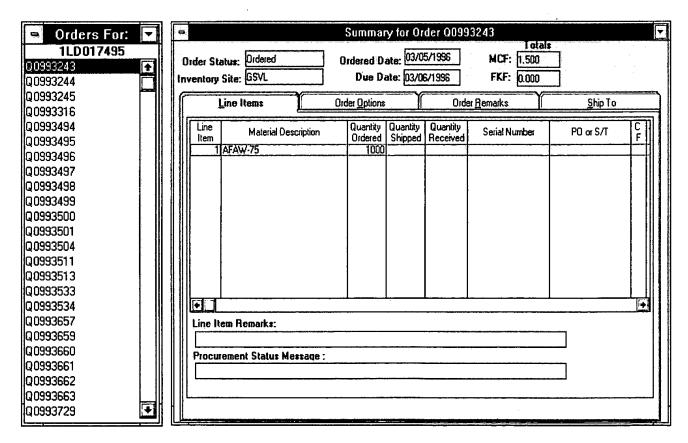
To view a particular order, select it and press the OK button or double-click it. The system displays an appropriate error message if you press OK and an order was not selected from the grid. Respond to the message by pressing OK.

If no errors are found, the OrderMaster number selected is copied to the OrderMaster Number text box on the OPEN ORDER FOR RECEIPT and the line item selected is copied to the Start at Line Item text box. To start viewing the order from this line item, click the associated check box; otherwise the system will display the order starting at the first line item.

To view the specified order, press the OK button. The system displays an appropriate message under the following conditions:

- If no orders were found for the identified OrderMaster number, purchase order number, select ticket number, or job number, an informative message is displayed. Respond to the message by pressing OK.
- If no OrderMaster number, purchase order number, select ticket number, or job number is entered, an error message is displayed. Respond to the message by pressing OK.
- If the first character of the purchase order number entered does not begin with the letter "P", an error message is displayed. Respond to the message by pressing OK.
- If the select ticket number entered is not all numeric, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the SUMMARY FOR ORDER xxxx window is displayed, where xxxx is the selected order number. If the view is by job number and multiple orders exist for that job, both the ORDERS window and the SUMMARY FOR ORDER window shown below are displayed.

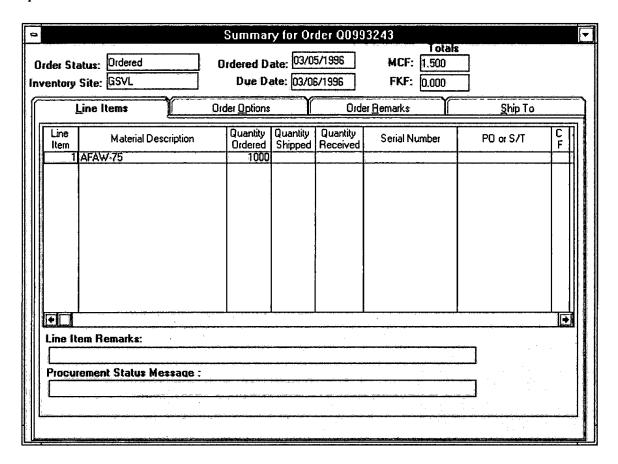


The following information is displayed at the top of the SUMMARY FOR ORDER window:

- Order Status The status of the entire order. Values are:
 - "Ordered" An order is in the "ordered" status if at least one item within that order remains in the "ordered" or "backordered" status.
 - "Backordered" An order is in the "backordered" status only if every item within that order is "backordered".
 - "Shipped" An order is in the "shipped" status if at least one item within that order remains in the "shipped" status and there is no item within that order in the "ordered" status.
 - "Received" An order is in the "received" status only if every item within that order is "received" or "complete".
 - "Cancelled" An order is in the "cancelled" status only if every item within that order is "cancelled".
- **Inventory Site** The inventory site responsible for procuring the material on this order.
- Ordered Date The requisition date of the order (i.e., the date the order was placed with OrderMaster).
- **Due Date** The date the order is due at the Ship To location.
- Totals The total MCF and/or FKF on the order.

In addition, there are four tabs on the SUMMARY FOR ORDER window: Line Items, Order Options, Order Remarks, and Ship To.

The Line Items tab shown below displays all items on the order starting with the line item specified.



The Line Items tab displays a line for each ordered item (called the "order line") followed by a line for each associated shipment (called the "shipment line"). The following information is displayed on an order line:

- Line Item The order item number. This is the line item number assigned by OrderMaster when the order was placed.
- Material Description The description of the material ordered.
- Quantity Ordered The quantity of material ordered.
- Custom Features (abbreviated CF) An asterisk (*) here indicates that the material was ordered with custom features.
- Jeopardy Indicator (abbreviated JP) An asterisk (*) here indicates that the order item is in jeopardy of not arriving by the on job date (Requisition Date + Shipping Interval > On Job Date).

- Status The status of the order item. Values are:
 - "Ordered" An order item is in the "ordered" status if not all shipments for this order item have been shipped. If the entire order item is to be shipped from a BST warehouse, the order item will remain in the "ordered" status until REGIS loop closes all shipments associated with the order item. If any part of the order item is to be shipped from an outside vendor, the order item will remain in an "ordered" status until all associated shipments have been received.
 - "Backordered" An order item is in the "backordered" status if every shipment for this order item is backordered. If the entire order item is to be shipped from an outside vendor, the order item will never obtain a "backordered" status because CAPRI does not notify OSPCM of backorders.
 - "Shipped" An order item is in the "shipped" status if every shipment for this order item has been shipped. If the entire order item is to be shipped from a BST warehouse, the order item is considered "shipped" after REGIS loop closes all shipments for this order item. If the entire order item is to be shipped from an outside vendor, the order item will never obtain a "shipped" status because CAPRI does not send OSPCM actual ship dates.
 - "Received" An order item is in the "received" status if the total quantity received for this order item is greater than or equal to the total quantity expected to be shipped.
 - "Complete" An order item is in the "complete" status if you complete the order item and the total quantity received for this order item is greater than zero but less than the total quantity expected to be shipped (completing an order item is described in the Receipt Ordered Material section of this document). If an order item is in the "complete" status, any unreceived shipments will not be displayed.
 - "Cancelled" An order item is in the "cancelled" status if every shipment is cancelled or if no shipments are ever received and you complete the order item. If an order item is in the "cancelled" status, any un-received shipments will not be displayed.

The following information is displayed on a shipment line:

- Material Description The description of the material shipped if a substitution was made. If the ordered material was shipped, this field is blank.
- Quantity Shipped The quantity of material shipped or scheduled to be shipped. If the shipment has been shipped from a BST warehouse, the quantity actually shipped is displayed. If the shipment has not yet been shipped, the quantity scheduled to be shipped is displayed. If the shipment is

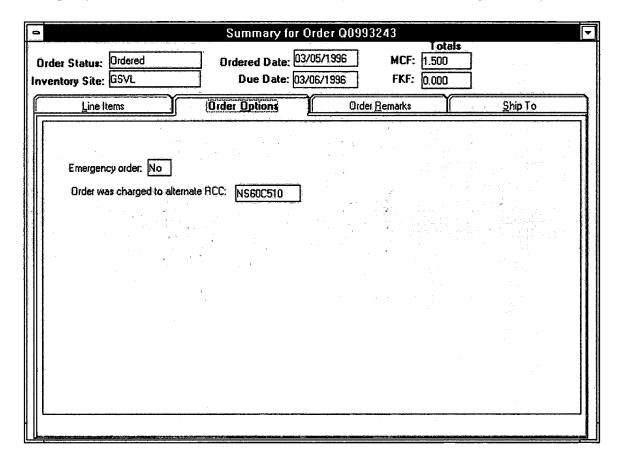
to be shipped from an outside vendor, the quantity actually shipped is never displayed since CAPRI does not furnish actual ship dates to OSPCM.

- Quantity Received The quantity of material received into inventory.
- Serial Number The serial number shipped from a BST warehouse or the serial number received into inventory following receipt of the shipment. This field is displayed only if the ordered material is serialized. If the shipment has been shipped from a BST warehouse, the expected serial number is displayed. If the shipment is to be shipped from an outside vendor, the serial number is not displayed because CAPRI does not furnish serial numbers to OSPCM. If the shipment has been received, the serial number that was received into inventory is displayed.
- PO or S/T The purchase order number or the select ticket number on which the material was shipped or is scheduled to be shipped. If the shipment is to be shipped from a BST warehouse, a select ticket number is displayed. If the shipment is to be shipped from an outside vendor, a purchase order number is displayed.
- Status The status of the shipment. Values are:
 - blank The shipment is scheduled to be shipped.
 - "Shipped" The shipment has been shipped from a BST warehouse. The shipment is considered "shipped" after REGIS loop closes the associated select ticket.
 - "Backordered" The shipment has been put on backorder in a BST warehouse. The select ticket is held until the backorder has been resolved, at which time a new select ticket is assigned to the shipment.
 - "Future Day" The associated select ticket has not yet been dropped in a BST warehouse because the due date on the order was too far in the future for REGIS to consider it a current day ticket. The select ticket is held until it becomes a current day ticket, at which time a new select ticket is assigned to the shipment.
 - "IBI Held" The associated select ticket has not yet been dropped in a BST warehouse because the item is locked due to an out of balance situation for that item in the warehouse. The select ticket is held until the out of balance situation is corrected, at which time a new select ticket is assigned to the shipment.
 - "Re-inventory Held" The associated select ticket has not yet been dropped in a BST warehouse because the warehouse is locked due to a physical inventory. The select ticket is held until the physical inventory is complete, at which time a new select ticket is assigned to the shipment.

The following remarks are displayed for the selected order line:

- Line Item Remarks This text box contains line item remarks entered at the time the order was placed.
- **Procurement Status Message** This text box contains error messages returned from REGIS (e.g., "Item not requisitionable", "Quantity reduced to maximum", etc.)

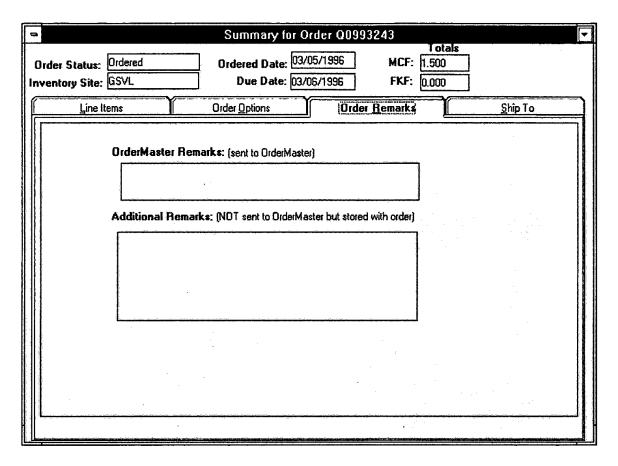
The Order Options tab shown below indicates whether or not the order was placed as an emergency and whether or not the order was charged to an alternate responsibility code.



The following information is displayed:

- Emergency Order If the order was placed as an emergency, "YES" is displayed; otherwise "NO" is displayed.
- Order was charged t Alternate RCC If the order was charged to an alternate RCC, the RCC to which the order was charged is displayed; otherwise "(none)" is displayed.

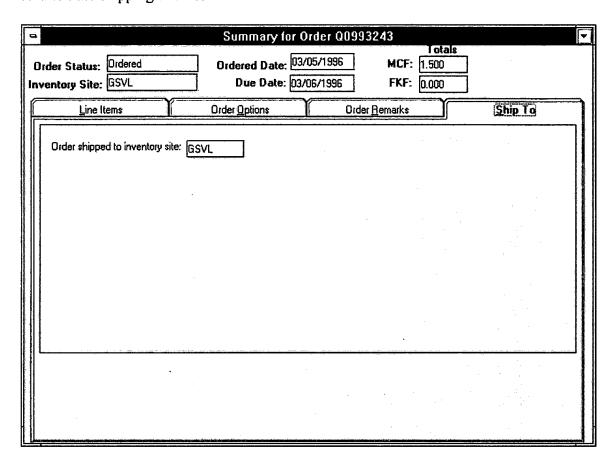
Remarks concerning the entire order may be viewed on the Order Remarks tab shown below.



The following information is displayed:

- OrderMaster Remarks OrderMaster remarks are remarks that were passed to OrderMaster at the time the order was placed.
- Additional Remarks Additional remarks are remarks that were recorded with the order but were not passed to OrderMaster.

The SHIP TO tab shown below indicates whether the order should be shipped to the inventory site responsible for procuring the material, to an alternate inventory site, or to an alternate shipping address.



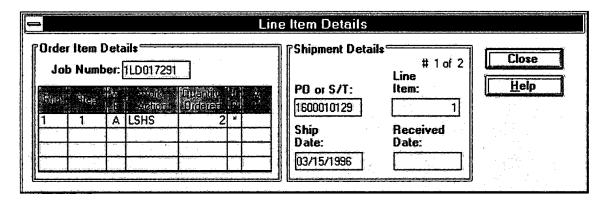
If shipped to an inventory site or alternate inventory site, the name of the inventory site is displayed. If shipped to an alternate shipping address the following information is displayed:

- Saved Address If the alternate address was saved with a code, the code by which this address was saved is displayed; otherwise "(none)" is displayed.
- Contact Name The name of the person to whom the order should be shipped or who should be notified of the shipment.
- Contact Phone The phone number of the person to whom the order should be shipped or the phone number of the person who should be notified of the shipment.
- Company The name of the company to which the order should be shipped.
- Street The street address to which the order should be shipped.

- Room The room number to which the order should be shipped.
- City The name of the city to which the order should be shipped.
- State The abbreviation of the state to which the order should be shipped.
- **Zip** The zip code to which the order should be shipped.

VIEW LINE ITEM DETAILS

To view the details for an ordered item, move the marquee to an order line or a shipment line and press ENTER or double-click one. The LINE ITEM DETAILS dialog shown below is displayed.



The LINE ITEM DETAILS dialog displays both order item details and shipment details. The Order Item Details frame displays the requirements aggregated to the selected ordered item. The same information is displayed in this frame whether you selected an order line or a shipment line.

The following information is displayed in the Order Item Details frame:

- **Job** The job for which the item was ordered.
- **Print** The job print for which the item was ordered.
- Step The job step for which the item was ordered.
- Work Environment (abbreviated WE) The work environment for which the material was ordered (e.g. B = buried).
- Work Action The type of work for which the material was ordered (e.g. PLAC = placing).

- Quantity Ordered The portion of the quantity needed that was ordered on this order item.
- Jeopardy Indicator (abbreviated JP) An asterisk (*) here indicates that the material ordered for this requirement is in jeopardy of not arriving by the on job date (Requisition Date + Shipping Interval > On Job Date).
- Assembly Code (abbreviated AC) A code indicating that the material ordered is part of an assembly.

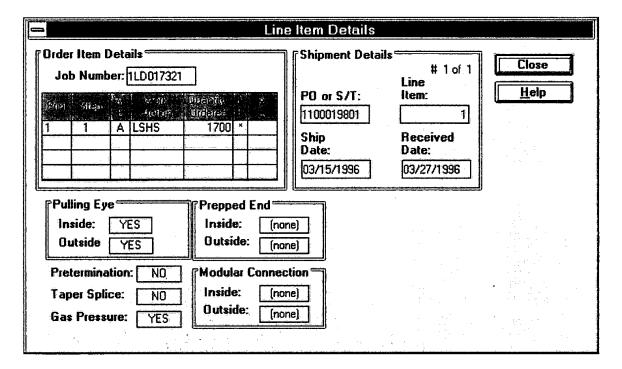
The Shipment Details frame displays information about the selected shipment. If an order line was selected and multiple shipments exist, the Shipment Details frame is populated with data for the first shipment. If an order line was selected and no shipments exist, the Shipment Details frame does not display any information. To view the details for a specific shipment, double-click on a shipment line on the SUMMARY FOR ORDER window. To let you know which shipment is displayed, the upper right corner of the frame will display #n of x, where n is the selected shipment and x is the total number of shipments associated with this order item (e.g., #2 of 3).

The following information is displayed in the Shipment Details frame:

- PO or S/T The purchase order number or the select ticket number associated with this shipment. If the shipment is to be shipped from a BST warehouse, a select ticket number is displayed. If the shipment is to be shipped from an outside vendor, a purchase order number is displayed.
- Line Item The purchase order line item or, if a select ticket is displayed, the OrderMaster line item.
- Scheduled Ship Date (or Shipped Date) If the shipment is scheduled to be shipped from a BST warehouse, the date the shipment is scheduled to be shipped is displayed. If the shipment is scheduled to be shipped from an outside vendor and the vendor provides a shipment date to CAPRI, the date the shipment is scheduled to be shipped is displayed. If the vendor does not provide a shipment date, this field is blank. If the shipment was shipped from a BST warehouse, the date the shipment was actually shipped from the warehouse is displayed.
- Received Date The date the shipment was received into inventory.

If the item was ordered with custom features, a Custom Features frame is displayed on this dialog. The custom features displayed will vary with the type of material ordered.

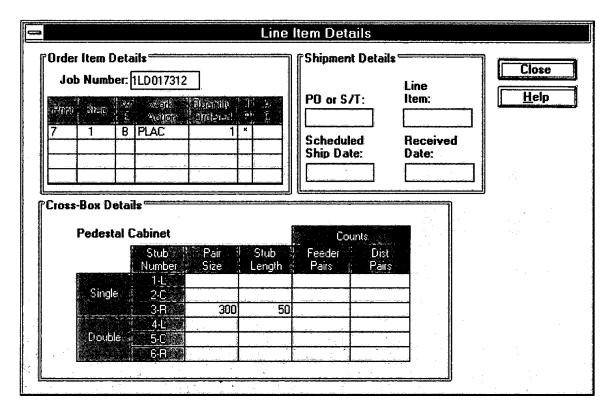
If the ordered item is cable, the dialog displays the custom features associated with cable as shown below.



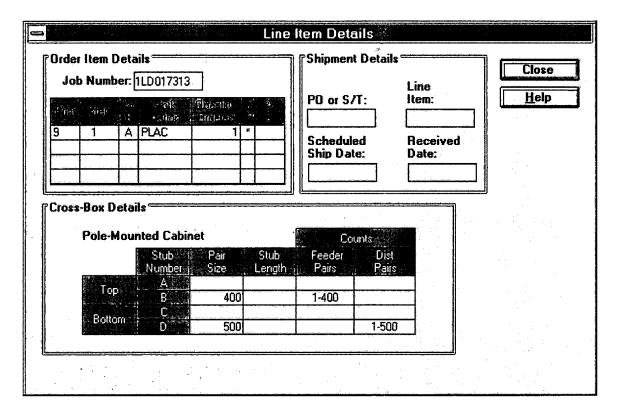
If the ordered item is a capacitor, the dialog displays the custom features associated with capacitors as shown below.

| Corder Item Details | ltem Details | |
|--|---|------------|
| Job Number: 1LD017311 State State September: 1 September | Line PO or S/T: Item: Scheduled Received Ship Date: Date: | Close Help |
| Ohms:02 | | |

If the ordered item is a non-standard pedestal cross-box, the dialog displays its configuration as shown below.



If the ordered item is a non-standard pole-mounted cross-box, the dialog displays its configuration as shown below.



To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

To close the SUMMARY FOR ORDER window, double-click the control box located in the upper left-hand corner of the window.

ADJUST AN INVENTORY BALANCE

During a physical inventory you may find that you have more or less inventory than the system indicates that you have and that you need to adjust an inventory balance.

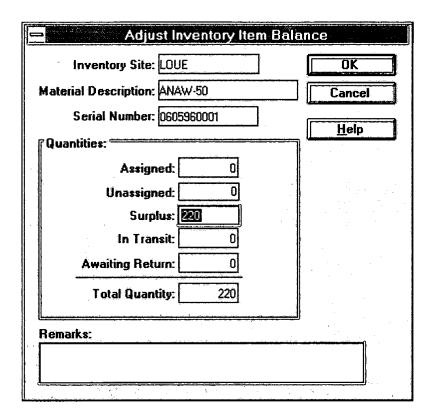
First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window shown below is displayed.

| | | | | ene jin ni keye Sec | | Total On Hand Quantity: 1000 Ouantities | | | |
|--|---------------|-------------------------|-----------|------------------------|-----------------|--|------------|-----------|--------------------|
| Material Description C F | Serial Number | Physical Location | On Hand A | ssigned | Un- essigned | Surplus | At Site In | i Transit | Awaiting Return |
| NAW-50 | TDN1234567 | | 200 | 0 | 200 | 0 | 0 | 0 | (|
| NAW-50 | 0605960001 | | 220 | 0 | 0 | 220 | 0 | 0 | (|
| NAW-50 | 2100A453 | | 380 | 0 | 380 | 0 | 0 | 0 | |
| NAW-50 | 106A237 | | 200 | 0 | 0 | 0 | 0 | 200 | |
| | | | | | | | | | |
| | | | | | | | | | |
| Item Details Age: 34 Receipt Date: 06/ | | el Type: 44 Sin Loc: | 2 | Last Tr | | erial Typo n Numbe | | | |

To adjust an inventory balance, select the inventory item from the grid whose balance you need to adjust and press the Adjust Balances toolbar button located on the INVENTORY ITEMS window or select "Adjust Balances" from the Actions menu. The ADJUST INVENTORY ITEM BALANCE dialog shown on the following page is displayed. This function is available if the following conditions are met:

- You have security access to update inventory in this inventory site.
- You are a Materials Management Manager or a Materials Management warehouse user.
- If the selected inventory item is cable and does not have an in transit or awaiting return balance.
- If the selected inventory item is serialized non-cable and it does not have an assigned balance.
- If the selected inventory item is serialized material and has not been issued.

• If the selected inventory item is non-serialized and its inventory balance is greater than zero.



This dialog allows you to adjust the selected inventory item's unassigned or surplus inventory balance. The following information is displayed about the selected inventory item:

- Inventory Site The name of the inventory site responsible for the inventory item.
- Material Description The material description of the inventory item.
- Serial Number The serial number of the inventory item (if serialized).
- Assigned The current assigned balance of the inventory item.
- Unassigned The current unassigned balance of the inventory item.
- Surplus The current surplus balance of the inventory item.
- In Transit The current in transit balance of the inventory item.
- Awaiting Return The current awaiting return balance of the inventory item.
- Total Quantity The current total on hand balance of the inventory item.

To adjust the inventory balance of the selected inventory item, provide the following information:

- Unassigned To increase or decrease the unassigned inventory balance, overtype the current quantity in the Unassigned text box with the new quantity. The value in the Total Quantity text box increases or decreases as the quantity is changed. If the selected inventory item is serialized material and the surplus balance is greater than zero, you cannot adjust the unassigned balance (i.e., the Unassigned text box is disabled).
- Surplus To increase or decrease the surplus inventory balance, overtype the current quantity in the Surplus text box with the new quantity. The value in the Total Quantity text box increases or decreases as the quantity is changed. If the selected inventory item is serialized material and the assigned or unassigned balance is greater than zero, you cannot adjust the surplus balance (i.e., the Surplus text box is disabled).
- **Remarks** Type in any remarks in the Remarks text box that you wish to have recorded with the Inventory Addition or Inventory Deletion transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without adjusting the inventory balance, press the CANCEL button. To close this dialog and adjust the inventory balance, press the OK button. The system displays an appropriate message if the following condition occurs:

• If the selected inventory item is serialized non-cable material and the new unassigned or surplus balance is greater than 1, the system displays an appropriate error message. Respond to the message by pressing OK.

If there are no errors found, the system adjusts the selected inventory item's balance and records either an Inventory Deletion or Inventory Addition material inventory transaction as follows¹:

- If decreasing the unassigned inventory balance, the system decreases the selected inventory item's unassigned balance and records an Inventory Deletion material inventory transaction from the unassigned status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.
- If decreasing the surplus inventory balance, the system decreases the selected inventory item's surplus balance and records an Inventory Deletion material inventory transaction from the surplus status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.

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¹ Multiple transactions are created if you make adjustments to both the surplus and unassigned inventory balances. This could only happen if the selected inventory item was non-serialized material.

- If increasing the unassigned inventory balance, the system increases the selected inventory item's unassigned balance and records an Inventory Addition material inventory transaction from the unassigned status.
- If increasing the surplus inventory balance, the system increases the selected inventory item's surplus balance and records an Inventory Addition material inventory transaction from the surplus status.
- If the inventory item is central office equipment, the Inventory Addition or Inventory Deletion transaction is marked as not to be sent to Asset Management; otherwise it is marked to be sent to Asset Management.

If the inventory item's balance was adjusted successfully, the system displays an appropriate message. The inventory balances displayed on the INVENTORY ITEMS window are updated to reflect the results of the Inventory Addition and/or Inventory Deletion transaction. The Last Transaction Number text box is updated with the number of the last Inventory Addition or Inventory Deletion transaction created.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

CHANGE THE STATUS OF AN INVENTORY ITEM

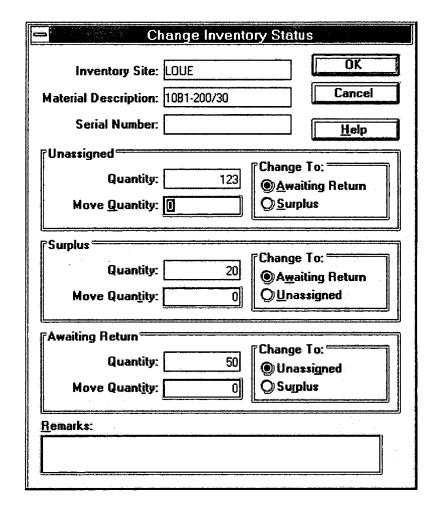
Changing an inventory item's status involves moving an inventory balance from one inventory status to another.

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window shown below is displayed.

| | Pi | | <u> </u> | | | | | 3 → 110€ | | Total On Hand Quantity: 223 | | | |
|-------|----------------|----------|----------|------------|------|----------------------|---------|--------------------|-----------------|-----------------------------|----------------------|------------|--------------------|
| Mater | rial Des | cription | | Serial Núi | mber | Physical Location | On Hand | Assigned | Ün- assigned | Quantities Surplus | Market State Comment | In Transit | Awaiting Return |
| | 200/30 | | | | | | 213 | 20 | 123 | 20 | 0 | 0 | 50 |
| 081- | 200/30 |) | | | | EQ. | 10 | 0 | 0 | 10 | 0 | 0 | (|
| | | | | | | | | | | | | | |
| | | - | | | - 7 | | | | | | | | - |
| | 2 | 1 | | | | | | ź | | | | | |
| | 31 | | | | | | | | | | | | : |
| | | | | 2 | . 1, | | | | | | | | |
| | Detai Recei | Age | e: 73 | 07/1996 | | el Type: | - |] last T | | erial Typo on Numbe | | | ··· |

To change an inventory item's inventory status, select an inventory item from the grid and press the Change Status toolbar button located on the INVENTORY ITEMS window or select "Change Status..." from the Actions menu. The CHANGE INVENTORY ITEM STATUS dialog shown on the following page is displayed. This function is available if the following conditions are met:

- You have security access to update inventory in this inventory site.
- You are a Materials Management Manager or a Materials Management Clerical user.
- The selected inventory item has an unassigned, surplus, or an awaiting return balance.
- If the selected inventory item is serialized material and does not have an assigned balance.



This dialog allows you to move some or all of an inventory balance among the unassigned, surplus, or awaiting return statuses. The following information is displayed about the selected inventory item:

- Inventory Site The name of the inventory site responsible for the inventory item.
- Material Description The material description of the inventory item.
- Serial Number The serial number of the inventory item (if serialized).

The Awaiting Return frame displays the inventory item's current awaiting return balance. The Unassigned frame displays the inventory item's current unassigned balance. The Surplus frame displays the inventory item's current surplus balance. The corresponding frame is not displayed if the inventory item does not have a balance in that status.

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To change the inventory status of the selected inventory item, provide the following information:

- Move Quantity The quantity to be moved. If the selected inventory item is serialized material, the Move Quantity is set equal to the on hand balance of the inventory item and cannot be changed. If the selected inventory item is non-serialized material, type the quantity to move in the Move Quantity text box. The Move Quantity cannot be greater than the current balance, but must be greater than zero.
- Change To The inventory status to which the inventory item should be moved. You may move unassigned inventory to either awaiting return or surplus. You may move surplus inventory to either unassigned or awaiting return. You may move awaiting return inventory to either unassigned or surplus. Select the appropriate radio button.
- Remarks Type in any remarks in the Remarks text box that you wish to have recorded with the Change Inventory Status transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without changing the inventory status, press the CLOSE button. To close this dialog and change the inventory status, press the OK button. The system displays an appropriate message if the following conditions occur:

- If the Move Quantity is greater than the current unassigned, surplus, or awaiting return balance, the system displays an appropriate error message. Respond to the message by pressing OK.
- If the Move Quantity is equal to zero, the system displays an appropriate error message. Respond to the message by pressing OK.

If there are no errors found, the system changes the status of the selected inventory item and records an Inventory Status Change material inventory transaction as follows¹:

- If changing the status of unassigned inventory, the system decreases the inventory item's unassigned balance by the Move Quantity, increases either its awaiting return or surplus balance (depending on the status selected) by the same quantity, and records an Inventory Status Change material inventory transaction from the unassigned status to either the awaiting return or surplus status.
- If changing the status of surplus inventory, the system decreases the inventory item's surplus balance by the Move Quantity, increases either its unassigned or awaiting return balance (depending on the status selected) by the same quantity, and records an Inventory Status Change material inventory transaction from the surplus status to either the unassigned or awaiting return status.
- If changing the status of awaiting return inventory, the system decreases the inventory item's awaiting return balance by the Move Quantity, increases either its unassigned or surplus balance (depending on the status selected) by the same quantity, and records an Inventory Status Change material inventory transaction from the awaiting return status to either the unassigned or surplus status.
- The Inventory Status Change transaction is marked as not to be sent to Asset Management.

If the inventory item's status was changed successfully, the system displays an appropriate message and the inventory balances displayed on the INVENTORY ITEMS window are updated to reflect the results of the Inventory Status Change transaction.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

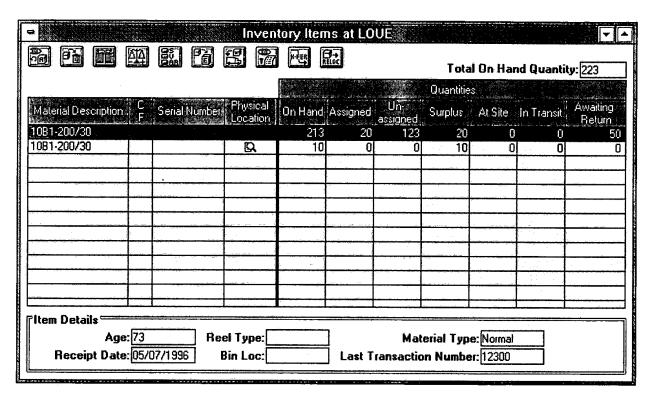
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¹ Multiple transactions are created if you change more than one status. This could only happen if the inventory item was non-serialized material.

EXEMPT AN INVENTORY ITEM

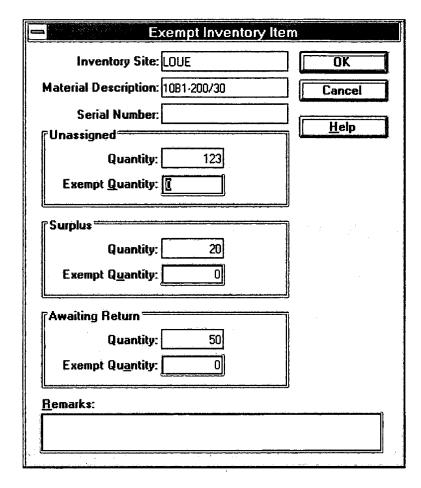
All inventoried material is considered non-exempt material. There are certain situations in which you might want to reclassify the inventory item as exempt material (e.g., using the material for a maintenance job rather than an engineered job).

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window shown below is displayed.



To reclassify an inventory item as exempt material, select an inventory item from the grid and press the Reclassify to Exempt toolbar button located on the INVENTORY ITEMS window or select "Reclassify to Exempt..." from the Actions menu. The EXEMPT INVENTORY ITEM dialog shown on the following page is displayed. This function is available if the following conditions are met:

- You have security access to update inventory in this inventory site.
- You are a Materials Management Manager or a Materials Management Clerical user.
- If the selected inventory item has an unassigned, surplus, or awaiting return inventory balance.
- If the selected inventory item is serialized material and does not have an assigned balance.



This dialog allows you to reclassify an inventory item as exempt material. The following information is displayed about the selected inventory item:

- Inventory Site The name of the inventory site responsible for the inventory item.
- Material Description The material description of the inventory item.
- Serial Number The serial number of the inventory item (if serialized).

The Unassigned frame displays the inventory item's current unassigned balance. The Surplus frame displays the inventory item's current surplus balance. The Awaiting Return frame displays the inventory item's current awaiting return balance. The corresponding frame is not displayed if the inventory item does not have a balance in that status.

To exempt the selected inventory item, provide the following information:

- Exempt Quantity The quantity to be exempted. If the selected inventory item is serialized material, the Exempt Quantity is set equal to the on hand balance of the inventory item and cannot be changed. If the selected inventory item is non-serialized material, type the quantity to exempt in the Exempt Quantity text box. The Exempt Quantity cannot be greater than the current balance, but must be greater than zero.
- Remarks Type in any remarks in the Remarks text box that you wish to have recorded with the Reclassify to Exempt transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without exempting the inventory item, press the CLOSE button. To close this dialog and exempt the inventory item, press the OK button. The system displays an appropriate message if the following conditions occur:

- If the Exempt Quantity is greater than the current unassigned, surplus, or awaiting return balance, the system displays an appropriate error message. Respond to the message by pressing OK.
- If the Exempt Quantity is equal to zero, the system displays an appropriate error message. Respond to the message by pressing OK.

If there are no errors found, the system exempts the selected inventory item and records a Reclassify to Exempt material inventory transaction as follows¹:

- If exempting awaiting return inventory, the system decreases the inventory item's awaiting return balance by the Exempt Quantity and records a Reclassify to Exempt material inventory transaction from the awaiting return status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.
- If exempting unassigned inventory, the system decreases the inventory item's unassigned balance by the Exempt Quantity and records a Reclassify to Exempt material inventory transaction from the unassigned status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.
- If exempting surplus inventory, the system decreases the inventory item's surplus balance by the Exempt Quantity and records a Reclassify to Exempt material inventory transaction from the surplus status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.

ATLLIB01 655907.1

¹ Multiple transactions are created if you exempt from more than one status. This could only happen if the inventory item was non-serialized material.

• If the inventory item is central office equipment, the Reclassify to Exempt transaction is marked as not to be sent to Asset Management; otherwise it is marked to be sent to Asset Management.

If the inventory item was reclassified successfully, the system displays an appropriate message. The inventory balances displayed on the INVENTORY ITEMS window are updated to reflect the results of the Reclassify to Exempt transaction. The Last Transaction Number text box is updated with the number of last Reclassify to Exempt transaction created.

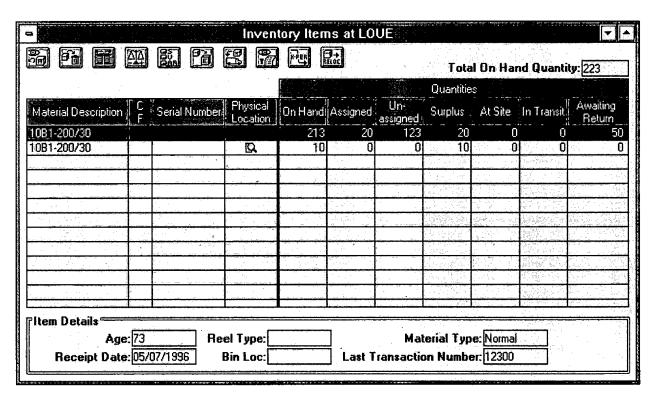
To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

EXEMPT AN INVENTORY ITEM

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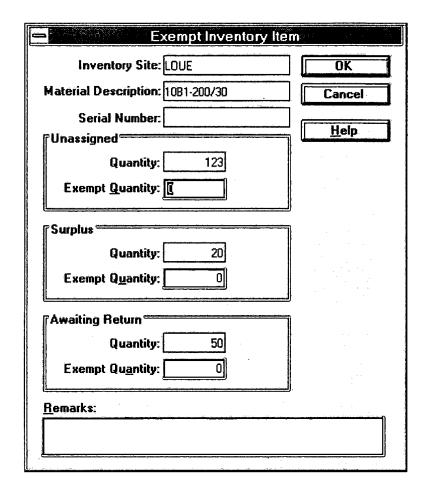
All inventoried material is considered non-exempt material. There are certain situations in which you might want to reclassify the inventory item as exempt material (e.g., using the material for a maintenance job rather than an engineered job).

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window shown below is displayed.



To reclassify an inventory item as exempt material, select an inventory item from the grid and press the Reclassify to Exempt toolbar button located on the INVENTORY ITEMS window or select "Reclassify to Exempt..." from the Actions menu. The EXEMPT INVENTORY ITEM dialog shown on the following page is displayed. This function is available if the following conditions are met:

- You have security access to update inventory in this inventory site.
- You are a Materials Management Manager or a Materials Management Clerical user.
- If the selected inventory item has an unassigned, surplus, or awaiting return inventory balance.
- If the selected inventory item is serialized material and does not have an assigned balance.



This dialog allows you to reclassify an inventory item as exempt material. The following information is displayed about the selected inventory item:

- Inventory Site The name of the inventory site responsible for the inventory item.
- Material Description The material description of the inventory item.
- Serial Number The serial number of the inventory item (if serialized).

The Unassigned frame displays the inventory item's current unassigned balance. The Surplus frame displays the inventory item's current surplus balance. The Awaiting Return frame displays the inventory item's current awaiting return balance. The corresponding frame is not displayed if the inventory item does not have a balance in that status.

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To exempt the selected inventory item, provide the following information:

- Exempt Quantity The quantity to be exempted. If the selected inventory item is serialized material, the Exempt Quantity is set equal to the on hand balance of the inventory item and cannot be changed. If the selected inventory item is non-serialized material, type the quantity to exempt in the Exempt Quantity text box. The Exempt Quantity cannot be greater than the current balance, but must be greater than zero.
- Remarks Type in any remarks in the Remarks text box that you wish to have recorded with the Reclassify to Exempt transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without exempting the inventory item, press the CLOSE button. To close this dialog and exempt the inventory item, press the OK button. The system displays an appropriate message if the following conditions occur:

- If the Exempt Quantity is greater than the current unassigned, surplus, or awaiting return balance, the system displays an appropriate error message. Respond to the message by pressing OK.
- If the Exempt Quantity is equal to zero, the system displays an appropriate error message. Respond to the message by pressing OK.

If there are no errors found, the system exempts the selected inventory item and records a Reclassify to Exempt material inventory transaction as follows¹:

- If exempting awaiting return inventory, the system decreases the inventory item's awaiting return balance by the Exempt Quantity and records a Reclassify to Exempt material inventory transaction from the awaiting return status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.
- If exempting unassigned inventory, the system decreases the inventory item's unassigned balance by the Exempt Quantity and records a Reclassify to Exempt material inventory transaction from the unassigned status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.
- If exempting surplus inventory, the system decreases the inventory item's surplus balance by the Exempt Quantity and records a Reclassify to Exempt material inventory transaction from the surplus status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.

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¹ Multiple transactions are created if you exempt from more than one status. This could only happen if the inventory item was non-serialized material.

• If the inventory item is central office equipment, the Reclassify to Exempt transaction is marked as not to be sent to Asset Management; otherwise it is marked to be sent to Asset Management.

If the inventory item was reclassified successfully, the system displays an appropriate message. The inventory balances displayed on the INVENTORY ITEMS window are updated to reflect the results of the Reclassify to Exempt transaction. The Last Transaction Number text box is updated with the number of last Reclassify to Exempt transaction created.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

INTRODUCTION

The MATERIALS MANAGEMENT Business Solution Area III deals with the management of inventory. This Business Solution area is broken down into 19 sections:

- View a Job's Material Requirements
- Issue Material Needed on a Job
- View an Inventory Item
- View Assignments
- Junk an Inventory Item
- Split a Reel of Cable
- Adjust an Inventory Balance
- Change the Status of an Inventory Item
- Exempt an Inventory Item
- Return an Inventory Item
- Transfer an Inventory Item
- Relocate an Inventory Item
- Add an Inventory Item
- View Issues
- View Material Inventory Transactions
- Run an Inventory Scan
- Process Material Usage
- Report Material Inventory Transactions to Asset Management
- Report Reconciliation File to Asset Management

Each section is briefly described and then broken down into the actual navigational flow through the presentation. The purpose of this document is to gain consensus as to the deliverable for MATERIALS MANAGEMENT Business Solution Area III.

The first section deals with viewing a job's material requirements. This allows you to monitor the status of the material needed to work an approved job. You can view each requirement within the job, showing how much material is required, how much has been procured, how much has been assigned, how much still needs to be procured, and how much has been issued. You can also view any orders, shipments, transfer requests, or transfers made to satisfy the requirements that have not yet been delivered.

The second section deals with issuing the material needed on a job. Issuing material allows you to keep track of inventory that has been taken off the inventory yard to be used on a job. The issued inventory item is now considered "at site". The issue indicates to whom the material was issued, when the material was issued, and for which job the material was issued. Issues may be closed when the material is brought back to the inventory yard or when the substep is completed and its material disbursed.

The third section deals with viewing inventory items for which you have responsibility. These inventory items may be located at your inventory site, at an alternate storage location, or at a job site. You can view information about a specific inventory item including its inventory status and associated balances. You can also use several functions to manage your inventory such as junking and adjusting an inventory balance. Each function is described in a different section of the document.

The fourth section describes the function of viewing assignments. You can view the requirements to which an inventory item is assigned and unassign the inventory item from selected requirements. Unassigning an inventory item indicates that the inventory item is no longer reserved for use on a specific job. This makes it available to be assigned to any other job within the Construction Management Center (CMC) that needs this type of material. If a job is cancelled or a requirement is deleted, the system automatically unassigns the associated inventory item. You might want to unassign an inventory item yourself because the material is damaged and cannot be used.

The fifth section describes the function of junking an inventory item. Junking an inventory item deletes the inventory item from the system and is usually done to clear a reel of cable. When cable is reported used (disbursed), the system automatically junks the remaining cable on the reel if the CMC responsible for the inventory item is using the auto-junk feature and the remaining quantity is unassigned and less than or equal to the auto-junk quantity set by the CMC. You might want to junk an inventory item yourself because you are working in a CMC that is not using the auto-junk feature or you are junking a non-cable inventory item.

The sixth section describes the function of splitting a reel of cable. Splitting a reel of cable creates a new inventory item. It involves moving some or all of the cable from a reel to a new reel or to a hand-coil. You might want to split a reel of cable because you physically need to have the cable in two different places at the same time.

The seventh section describes the function of adjusting an inventory item's balance. You can increase or decrease both the unassigned and surplus inventory balances following a physical inventory.

The eighth section describes the function of changing the status of an inventory item. You can move some or all of an inventory balance among the unassigned, surplus, and awaiting return statuses. You might want to move a spare unassigned balance to surplus to make it available to anyone in the BellSouth region or instead of returning undamaged material you might want to move it to the unassigned status so that it may be used to satisfy a requirement on a rush job.

The ninth section describes the function of exempting an inventory item. You can reclassify a surplus or unassigned inventory item as exempt material so that it no longer remains a part of your inventory records. This is usually done to make material available for use on maintenance type work.

The tenth section describes the function of returning an inventory item. You can return damaged or unwanted material to either a BellSouth Telecommunications (BST) warehouse or to an outside vendor, like Lucent.

The eleventh section describes the function of transferring an inventory item. You can transfer an inventory item from your inventory site to another inventory site when you do not have a formal transfer request to approve. The use of this function should be limited to times of natural disaster when you may need to move a lot of inventory to handle emergency jobs.

The twelfth section describes the function of relocating an inventory item. You can change the bin location of an inventory item in your inventory yard or, since you can only transfer inventory items between inventory sites, move an inventory item located at an alternate address back to your inventory site or vice versa.

The thirteenth section deals with adding an inventory item. You can add an inventory item by recovering the material from junk, by reclassifying the material from exempt, by identifying the material as being needed on a Turn-Key job, by identifying the material as inventory converted from the Major Apparatus and Cable System (MACS), or by specifying the source of the material as "other". "Other" is used when you find material on your yard during a physical inventory and do not know where it came from. This function is also used by the BST emergency warehouses to replenish their emergency and consignment stock.

The fourteenth section deals with viewing issues. You can view open issues and return issued material. If all the material issued to you was not used, you may return the unused portion to the inventory site.

The fifthteenth section describes the function of viewing inventory transactions. You can specify the transactions you want to view in several ways. One way is to specify the transaction number. Another way is to specify an inventory item (e.g., serial number 456789). A third way is to specify the type of transactions (e.g., junk transactions). Depending on the method chosen, you may be shown either a transaction scan results window or a transaction details dialog. The transaction scan results window displays a list of transactions starting with the most recent transaction. From here you may choose a transaction to view in greater detail. The transaction detail dialog displays additional information about the transaction such as who created the transaction and what job was affected by the transaction. This dialog allows you to "walk" the transaction chain backwards to the point the inventory item first became your responsibility (e.g., an order receipt) or forwards to the point the inventory item was no longer your responsibility (e.g., a disbursement).

The sixteenth section deals with scanning inventory. You can specify several options for creating an inventory scan report. The report is designed to aid in a physical inventory and may be viewed on your screen or may be printed.

The seventeenth section deals with processing material usage. Once material is placed in service, it is reported "used" by either a Telephone Company (TELCO) employee or by a contractor hired to do the work. Sometimes material is taken out of service and is put back into inventory. In both cases, if the material reported is tracked in inventory, the system must respond by either decreasing or increasing the appropriate inventory balance. This section describes how MATERIALS MANAGEMENT reacts when material usage is reported. Since this is an automatic process initiated by the system whenever material usage is reported, there is no user interface.

The eighteenth section deals with reporting material inventory transactions to the Asset Management system. Certain types of inventory transactions, those that affect the dollars in the non-exempt holding account (12201100), must be reported to accounting. This section describes MATERIALS MANAGEMENT's daily interface to report such inventory transactions to Asset Management which maintains the 12201100 account. Since this is an automatic process initiated by the system on a daily basis, there is no user interface.

The nineteenth section deals with reporting current inventory units to Asset Management in the form of a reconciliation file so that any discrepancies in the accounting records may be corrected. Asset Management can make a request for the file at any time by providing the information necessary to create the report. Since this is an automatic process initiated by the system upon receival of the necessary information from Asset Management, there is no user interface.

BELLSOUTH TELECOMMUNICATIONS

REPORT TRANSACTIONS TO ASSET MANAGEMENT

This section defines the material inventory transaction interface between OSPCM and Asset Management, the accounting system that tracks inventory dollars in the 12201100 account. This account is maintained in Asset Management by geographic location code (GLC) and material item code (MIC). Material inventory transactions created in OSPCM that involve inventory movement to and from this account must be reported to Asset Management. Since OSPCM inventories both non-exempt material ordered to the 12201100 account (e.g., cable) and non-exempt material ordered directly to the in-service account (e.g., central office equipment, conduit, manholes), those transactions affecting inventory items ordered directly to the in-service account must be excluded from the interface. There a few exceptions to this rule which can found at the end of this document.

The chosen interface is a daily file transmission using BUFIT and is automatically initiated daily by the system 7 days a week. The interface will run after midnight and will contain transactions that have not been posted to Asset Management and have a transaction date less than 1 month of the current date. Under normal circumstances, this file would contain transaction data for the previous day (e.g., a file created on Saturday morning contains transaction data from Friday's business). There may be special circumstances in which transactions were missed and the file could contain transactions for multiple days. One file is transmitted from OSPCM containing the transaction data from all of the OSPCM servers (currently 4). The Asset Management system resides on a UNIX box in the Jackson, MS data center.

The following material inventory transactions are sent to Asset Management as addition (ADD) transactions.

- Order Receipt These transactions are created when material ordered from a BST warehouse or an outside vendor is receipted into inventory and the material was not ordered direct to code (neither to a maintenance account nor to an in-service account).
- Transfer Receipt (warehouse to inventory site) These transactions are created when material transferred from a warehouse site to an inventory site or from an RCOE site to an inventory site is receipted into inventory.
- **Disbursement Reversal** These transactions are created when a Disbursement transaction is reversed.

¹ Transfers between a warehouse site and an inventory site occur when requesting a transfer for emergency material from one of 13 warehouse sites or an RCOE site.

The following material inventory transactions are sent to Asset Management as remove (REM) transactions.

- Order Receipt Reversal These transactions are created when an Order Receipt transaction is reversed and the material was not ordered direct to code (neither to a maintenance account nor to an in-service account).
- Transfer Receipt Reversal (inventory site to warehouse) These transactions are created when a Transfer Receipt transaction is reversed and the inventory item is being sent from an inventory site back to a warehouse site or back to an RCOE site.
- **Disbursement** These transactions are created when an inventory item is reported used.
- **Junk** These transactions are created when an inventory item is manually junked as opposed to auto-junked².
- **Return** These transactions are created when an inventory item is returned to either a BST warehouse or to an outside vendor.
- Inventory Deletion These transactions are created when an inventory balance is decreased in an inventory site. Inventory Deletions made from a warehouse site or from an RCOE site are not sent to Asset Management.
- Remove to Good Reversal These transactions are create when a Remove to Good transaction is reversed.

The following material inventory transaction is sent to Asset Management as a placement (PLC) transaction.

- **Junk** These transactions are created when an inventory item is auto-junked as opposed to manually junked.
- Unassignment (Reclassify from Maintenance) These transactions are created when an inventory item is unassigned from the job for which it was ordered (e.g., job is cancelled) and the inventory item was ordered to a maintenance account.
- Order Receipt (Reclassify from Maintenance) These transactions are created when material ordered from a BST warehouse or an outside vendor is receipted into inventory but not assigned to the maintenance account for which it was ordered.³. Since accounting has this inventory booked to the maintenance account, a salvage transaction is created to move the inventory back to the 12201100 account.

² Auto-Junk transactions are transactions created by the system to clear a reel of remaining cable following a disbursement. The major differences between an auto-junk and a manual-junk are that an auto-junk transaction records "AUTOJNK" as the common userid (CUID) and junks the material to the field reporting code (FRC) of the last assignment on the reel; whereas a manual-junk records either the CUID of the person performing the junk or "SYSTEM" as the CUID, if a recover from junk reversal occurs, and junks the material to expense.

³ Ordered material will not be assigned as direct to code inventory if the job or substep for which the material was ordered was cancelled, if the substep's direct to code indicator was changed to "N" after the material was already ordered, or if the material was received as "damaged or unwanted".

• Order Receipt Reversal (Reverse Reclassify From Maintenance) - These transactions are created when an Order Receipt transaction is reversed and the inventory item was not assigned to the maintenance account to which it was ordered.

The following material inventory transactions are sent to Asset Management as transfer (TRF) transactions.

- Transfer Receipt (inventory site to inventory site) These transactions are created when material transferred from one inventory site to another inventory site is receipted into inventory.
- Transfer Receipt Reversal (inventory site to inventory site) These transactions are created when a Transfer Receipt transaction is reversed and the inventory item is being sent from an inventory site back to another inventory site.

The following material inventory transactions are sent to Asset Management as adjustment (ADJ) transactions.

- **Recover from Junk** These transactions are created when material is recovered from junk and put back into inventory.
- Inventory Addition The transactions are created when an inventory balance is increased in an inventory site. Inventory Additions made to a warehouse site or to a RCOE site are not sent to Asset Management.
- Remove to Good These transactions are created when inventory items previously placed in service are taken out of service and put back into inventory⁴.
- Reclassify to Exempt These transactions are created when a non-exempt inventory item is reclassified as exempt material.
- Reclassify from Exempt These transactions are created when exempt material is reclassified as a non-exempt inventory item.

⁴ OPEDS is responsible for sending the retirement and salvage transactions to Asset Management when the substep is reported complete.

The following material inventory transactions are sent to Asset Management as salvage (SAL) transactions.

- Unassignment (Reclaim) These transactions are created when an inventory item is
 unassigned from the job for which it was ordered (e.g., job is cancelled) and the
 inventory item was ordered to an in-service account and the job to which it was
 assigned is an estimate. Since accounting has this inventory booked to the in-service
 account, a salvage transaction is created to move the inventory back to the 12201100
 account.
- Order Receipt (Reclaim) These transactions are created when material ordered from a BST warehouse or an outside vendor is receipted into inventory but not assigned to the in-service account for which it was ordered and the job for which it was ordered is an estimate. Since accounting has this inventory booked to the inservice account, a salvage transaction is created to move the inventory back to the 12201100 account.
- Order Receipt Reversal (Reverse Reclaim) These transactions are created when an Order Receipt transaction is reversed and the inventory item was not assigned to the in-service account to which it was ordered and the job for which it was ordered is an estimate

The following material inventory transactions are sent to Asset Management as remove (REM) and salvage (SAL) transactions.

- Unassignment (Reclassify from In Service) These transactions are created when an inventory item is unassigned from the job for which it was ordered (e.g., job is cancelled) and the inventory item was ordered to an in-service account and the job to which it was assigned is a routine job. Since material has already started depreciating, it cannot be transferred directly from the in-service account back to the 12201100 account⁵ with just a salvage transaction.
- Order Receipt (Reclassify from In Service) These transactions are created when
 material ordered from a BST warehouse or an outside vendor is receipted into
 inventory but not assigned to the in-service account for which it was ordered and the
 job for which it was ordered is a routine job. Since accounting has this inventory
 booked to the in-service account and the material has already started depreciating, a
 remove and a salvage transaction is created to move the inventory back to the
 12201100 account.

The following material inventory transactions are sent to Asset Management as recover (REC) and salvage (SAL) transactions.

• Order Receipt Reversal (Reverse Reclassify from In Service) - These transactions are created when an Order Receipt transaction is reversed and the inventory item was not assigned to the in-service account to which it was ordered and the job to which it was ordered is a routine job.

A header record containing the following information is written as the first record in the file. All fields are left-justified unless otherwise noted.

- Record Type Indicates whether the current record is a "header", "data", or "trailer". record. For a header record this field is set equal to '0'. (Length: 1)
- Source System Code Identifies the source system. This field is set equal to "OSPCM". (Length: 10)
- Company Code Identifies the source company. This field is set equal to "BST". (Length: 3)

⁵ Material purchased to a routine job directly to the in-service account, is considered in-service as soon as the bill is paid and starts depreciating at that time.

- Interface Location Code Uniquely differentiates between files created with the same file name but different location. This field is set equal to the host name of the server where the file is created. Currently, this interface is scheduled to run on the Alabama server. (Length: 15)
- File Name Uniquely identifies the file name in the event that a source system is sending more than one file. This field is set equal to "AMFII950". (Length: 8)
- Sequence Number A sequential number to uniquely identify the transaction file. This number is increased each time a file is sent to Asset Management. (Length: 9; Justification: right; Example: 000000001 represents the 1st file sent to Asset Management)
- Creation Date Time The date and time that the transaction file is created. Defaults to the current date and time. (Length: 14; Format: yyyymmddhhmmss)
- Accounting Period The month and year that the file was run for. For example, a file is created on 8/1/1996, but contains transaction data for July. The Creation Date Time would be 19960801, but the Accounting Period would be 199607. (Length: 8; Format yyyymmbb; where bb equals spaces)
- Final Flag Indicator A yes/no indicator to identify whether or not the file is the last file of the month. The flag is set to "Y", if it is the last file of the month; otherwise it is set to "N". Since the file contains transaction data from the previous day's business, the file created on the first day of the month contains a "Y" in this field. (Length: 1)
- Filler Reserved for future use. This field contains spaces. (Length: 381)

The following information is written to the file for each transaction. All fields are left-justified unless otherwise noted.

- Record Type Indicates whether the current record is a "header", "data", or "trailer". record. For a data record this field is set equal to '5'. (Length: 1)
- Trans Type Each OSPCM material inventory transaction reported is translated into Asset Management's transaction type as described above. (Length: 3)
- **Business Unit** The default for this field is "BST". (Length: 5)
- Asset Id This field defaults to spaces. (Length: 8)

- FRC This field defaults to "12201100", except in the following cases (Length: 10):
 - Unassignment (Reclassify from In Service REM transaction) The field reporting code (c-code) from which the inventory item was unassigned.
 - Order Receipt (Reclassify from In Service REM transaction) The field reporting code (c-code) to which the inventory item was ordered.
 - Order Receipt Reversal (Reverse Reclassify from In Service REC transaction) - The field reporting code (c-code) to which the inventory item was ordered.
- GLC This field defaults to the geographic location code of the inventory site responsible for the inventory item, except in the following cases (Length: 6):
 - Transfer Receipt (inventory site to inventory site) The glc of the inventory site from which the inventory item was transferred.
 - Transfer Receipt Reversal (inventory site to inventory site) The glc of the inventory site from which the inventory item was transferred.
 - Unassignment (Reclassify from In Service REM transaction) The glc of the wire center area of the substep to which the inventory item was assigned.
 - Order Receipt (Reclassify from In Service REM transaction) The glc of the wire center area of the substep for which the inventory item was ordered.
 - Order Receipt Reversal (Reverse Reclassify from In Service REC transaction) The glc of the wire center area of the substep for which the inventory item was ordered.
- **State** This field defaults to the state of the inventory site responsible for the inventory item, except in the following cases (Length: 2):
 - Transfer Receipt (inventory site to inventory site) The state of the inventory site from which the inventory item was transferred.
 - Transfer Receipt Reversal (inventory site to inventory site) The state of the inventory site from which the inventory item was transferred back.
 - Unassignment (Reclassify from In Service REM transaction) The state
 of the wire center area of the substep to which the inventory item was
 assigned.
 - Order Receipt (Reclassify from In Service REM transaction) The state
 of the wire center area of the substep for which the inventory item was
 ordered.
 - Order Receipt Reversal (Reverse Reclassify from In Service REC transaction) The state of the wire center area of the substep for which the inventory item was ordered.

- Account Type This field defaults to spaces, except in the following cases (Length: 1):
 - Unassignment (Reclassify from In Service REM transaction) Defaults to "1".
 - Order Receipt (Reclassify from In Service REM transaction) Defaults to "1".
 - Order Receipt Reversal (Reverse Reclassify from In Service REM transaction) Defaults to "1".
 - Unassignment (Reclaim) Defaults to "6".
 - Order Receipt Reversal (Reverse Reclaim) Defaults to "6".
- BST ID The MIC of the material description of the inventory item. (Length: 12)
- **BST Sub ID** This field defaults to spaces. (Length: 2)
- Trans Code This field defaults to spaces, except in the following cases (Length: 5):
 - Order Receipt Reversal Defaults to "R" (remove).
 - Transfer Receipt Reversal (inventory site to warehouse) Defaults to "R".
 - Disbursement Defaults to "R".
 - Reclassify to Exempt Defaults to "F".
 - Reclassify from Exempt -Defaults to "F".
 - Junk (manual) Defaults to "R".
 - Return Defaults to "R".
 - Unassignment (Reclassify from In Service REM transaction) Defaults to "R".
 - Order Receipt (Reclassify from In Service REM transaction) Defaults to "R".
 - Order Receipt Reversal (Reclassify from In Service REC transaction) -Defaults to "R".
 - Recover from Junk Defaults to "O" (write-on).
 - Inventory Addition Defaults to "O".
 - Remove to Good Defaults to "O".
 - Inventory Deletion Defaults to "W" (write-off).
 - Remove to Good Reversal Defaults to "W".
- Trans Amount This field defaults to zeros. (Length: 16; Format: S9(13)V99; Example: +000000000000000).
- Salvage Amount This field defaults to zeros. (Length: 16; Format: S9(13)V99; Example: +0000000000000000).
- Cost Of Removal Amount This field defaults to zeros. (Length: 16; Format: S9(13)V99; Example: +00000000000000).

- **Depreciation Amount** This field defaults to zeros. (Length: 16; Format: \$9(13)V99; Example: +000000000000000).
- Effective Date The date the material inventory transaction occurred. (Length: 8; Format: yyyymmdd)
- Accounting Date The date the material inventory transaction is reported to Asset Management. (Length: 8; Format: yyyymmdd)
- Quantity: The quantity of the inventory item affected. All quantities are positive values except for the following which should be sent as a negative quantity (Length: 11; Justification: right; Format: S9(8)V99; Example: +0000030000 represents a quantity of 300):
 - Reclassify To Exempt
 - Order Receipt Reversal (Reverse Reclassify from Maintenance)
 - Order Receipt Reversal (Reverse Reclassify from In Service SAL transaction)
 - Order Receipt Reversal (Reverse Reclaim)
- **Description** The material description of the inventory item. (Length: 60)
- Vintage This field defaults to zeros. (Length: 4)
- RC The responsibility code of the inventory site responsible for the inventory item, except in the following cases (Length: 8):
 - Transfer Receipt (inventory site to inventory site) The responsibility code of the inventory site from which the inventory item was transferred.
 - Transfer Receipt Reversal (inventory site to inventory site) The responsibility code of the inventory site from which the inventory item was transferred.

- Authorization This field defaults to spaces, except in the following cases (Length: 10):
 - Junk (auto) The job authority of the last assignment on reel before the inventory item was junked.
 - Unassignment (Reclaim) The job authority from which the inventory item was unassigned.
 - Order Receipt (Reclaim) The job authority for which the inventory item was ordered.
 - Order Receipt Reversal (Reverse Reclaim) The job authority for which the inventory item was ordered.
- Lease Term This field defaults to spaces. (Length: 3)
- To Business Unit This field defaults to spaces, except in the following cases (Length: 5):
 - Transfer Receipt (inventory site to inventory site) Defaults to "BST".
 - Transfer Receipt Reversal (inventory site to inventory site) Defaults to "BST".
 - Reclassify to Exempt Defaults to "BST".
 - Reclassify from Exempt Defaults to "BST".
 - Unassignment (Reclassify from Maintenance) Defaults to "BST".
 - Order Receipt (Reclassify from Maintenance) Defaults to "BST".
 - Order Receipt Reversal (Reverse Reclassify from Maintenance) Defaults to "BST".
 - Junk (auto) Defaults to "BST".
 - Unassignment (Reclassify from In Service SAL transaction) Defaults to "BST".
 - Order Receipt (Reclassify from In Service SAL transaction) Defaults to "BST".
 - Order Receipt Reversal (Reverse Reclassify from In Service SAL transaction) Defaults to "BST".
 - Unassignment (Reclaim)- Defaults to "BST".
 - Order Receipt (Reclaim) Defaults to "BST".
 - Order Receipt Reversal (Reverse Reclaim) Defaults to "BST".
- To Asset ID This field defaults to spaces (Length: 8):

- To GLC This field defaults to spaces, except in the following cases (Length: 6):
 - Transfer Receipt (inventory site to inventory site) The glc of the inventory site to which the inventory item was transferred.
 - Transfer Receipt Reversal (inventory site to inventory site) The glc of the inventory site to which the inventory item was transferred.
 - Unassignment (Reclassify from Maintenance) The glc of the wire center area of the substep to which the inventory item was assigned.
 - Order Receipt (Reclassify from Maintenance) The glc of the wire center area of the substep for which the inventory item was ordered.
 - Order Receipt Reversal (Reverse Reclassify from Maintenance) The glc of the wire center area of the substep for which the inventory item was ordered.
 - Junk (auto) The glc of the wire center area of last assignment on the reel before the inventory item was junked.
 - Unassignment (Reclassify from In Service SAL transaction) The glc of the wire center area of the substep to which the inventory item was assigned.
 - Order Receipt (Reclassify from In Service SAL transaction) The glc of the wire center area of the substep for which the inventory item was ordered.
 - Order Receipt Reversal (Reverse Reclassify from In Service SAL transaction) - The glc of the wire center area of the substep for which the inventory item was ordered.
 - Unassignment (Reclaim) The glc code of the wire center area of the substep to which the inventory item was assigned.
 - Order Receipt (Reclaim) The glc of the wire center area of the substep for which the inventory item was ordered.
 - Order Receipt Reversal (Reverse Reclaim) The glc of the wire center area of the substep for which the inventory item was ordered.
- To RC This field defaults to spaces, except in the following cases (Length: 8):
 - Transfer Receipt (inventory site to inventory site) The responsibility code of the inventory site to which the inventory item was transferred.
 - Transfer Receipt Reversal (inventory site to inventory site) The responsibility code of the inventory site to which the inventory item was transferred.
 - Unassignment (Reclassify from Maintenance) The responsibility code of the inventory site responsible for the inventory item.
 - Order Receipt (Reclassify from Maintenance) The responsibility code of the inventory site responsible for the inventory item.
 - Order Receipt Reversal (Reverse Reclassify from Maintenance) The responsibility code of the inventory site responsible for the inventory item.
 - Junk (auto) The responsibility code of the inventory site responsible for the inventory item before it was junked.
 - Unassignment (Reclassify from In Service SAL transaction) The responsibility code of the inventory site responsible for the inventory item.

- Order Receipt (Reclassify from In Service SAL transaction) The responsibility code of the inventory site responsible for the inventory item.
- Order Receipt Reversal (Reverse Reclassify from In Service SAL transaction) - The responsibility code of the inventory site responsible for the inventory item.
- Unassignment (Reclaim) The responsibility code of the inventory site responsible for the inventory item.
- Order Receipt (Reclaim) The responsibility code of the inventory site responsible for the inventory item.
- Order Receipt Reversal (Reverse Reclaim) The responsibility code of the inventory site responsible for the inventory item.
- To FRC This field defaults to spaces, except in the following cases (Length: 10):
 - Transfer Receipt (inventory site to inventory site) Defaults to "12201100".
 - Transfer Receipt Reversal (inventory site to inventory site) Defaults to "12201100".
 - Unassignment (Reclassify from Maintenance) Defaults to the m-code from which the inventory item was unassigned.
 - Order Receipt (Reclassify from Maintenance) Defaults to the m-code to which the inventory item was ordered.
 - Order Receipt Reversal (Reverse Reclassify from Maintenance) Defaults to the m-code to which the inventory item was ordered.
 - **Junk (auto)** The field reporting code of the last assignment on the reel before the inventory item was junked.
 - Unassignment (Reclassify from In Service SAL transaction) Defaults to the corresponding x-code of the c-code from which the inventory item was unassigned. For example, if the c-code is 45C, send 45X as the To FRC.
 - Order Receipt (Reclassify from In Service SAL transaction) Defaults to the corresponding x-code of the c-code to which the inventory item was ordered. For example, if the c-code is 45C, send 45X as the To FRC.
 - Order Receipt Reversal (Reverse Reclassify from In Service SAL transaction) Defaults to the corresponding x-code of the c-code to which the inventory item was ordered. For example, if the c-code is 45C, send 45X as the To FRC.
 - Unassignment (Reclaim) The field reporting code (c-code) from which the inventory item was unassigned.
 - Order Receipt (Reclaim) The field reporting code (c-code) to which the inventory item was ordered.
 - Order Receipt Reversal (Reverse Reclaim) The field reporting code (c-code) to which the inventory item was ordered.
- To State This field defaults to spaces, except in the following cases (Length: 2):

- Transfer Receipt (inventory site to inventory site) The state of the inventory site to which the inventory item was transferred.
- Transfer Receipt Reversal (inventory site to inventory site) The state of the inventory site to which the inventory item was transferred.
- Unassignment (Reclassify from Maintenance) The state of the wire center area of the substep to which the inventory item was assigned.
- Order Receipt (Reclassify from Maintenance) The state of the wire center area of the substep for which the inventory item was ordered.
- Order Receipt Reversal (Reverse Reclassify from Maintenance) The state of the wire center area of the substep for which the inventory item was ordered.
- Junk (auto) The state of the wire center area of the last assignment on the reel before the inventory item was junked.
- Unassignment (Reclassify from In Service SAL transaction) The state of the wire center area of the substep to which the inventory item was assigned.
- Order Receipt (Reclassify from In Service SAL transaction) The state of wire center area of the substep for which the inventory item was ordered.
- Order Receipt Reversal (Reverse Reclassify from In Service SAL transaction) - The state of the wire center area of the substep for which the inventory item was ordered.
- Unassignment (Reclaim) The state of the wire center area of the substep to which the inventory item was assigned.
- Order Receipt (Reclaim) The state of the wire center area of the substep for which the inventory item was ordered.
- Order Receipt Reversal (Reverse Reclaim) The state of the wire center area of the substep for which the inventory item was ordered.
- To Account Type This field defaults to spaces, except in the following case (Length: 1):
 - Junk (auto) If the job authority from which the inventory item was junked is an estimate, this field defaults to "2". If the job authority from which the inventory item was junked is a routine job, plant work order, or a project, this field defaults to "1". If the job authority from which the inventory item was junked is a maintenance job (FRC ends in an "M"), this field defaults to spaces.
- To BST ID This field defaults to spaces, except in the following cases (Length: 12):
 - Transfer Receipt (inventory site to inventory site) The MIC of the material description of the inventory item.
 - Transfer Receipt Reversal (inventory site to inventory site) The MIC of the material description of the inventory item.
 - Reclassify to Exempt The MIC of the material description of the inventory item.

- Reclassify from Exempt The MIC of the material description of the inventory item.
- Junk (auto) The field reporting code (c-code) of the last assignment on the reel before the inventory item was junked.
- To BST SUB ID This field defaults to spaces. (Length: 2)
- To Vintage This field defaults to zeroes. (Length: 4)
- Entry Origin The field defaults to "OSPCM". (Length: 10)
- Voucher Number This field defaults to spaces. (Length: 7)
- Source Code This field defaults to spaces. (Length: 5)
- Transaction ID This field defaults to spaces. (Length: 3)
- Asset Group This field defaults to spaces. (Length: 5)
- Use Tax This field defaults to "N", except for the following cases (Length: 1):
 - Transfer Receipt (inventory site to inventory site) Defaults to "Y".
 - Transfer Receipt Reversal (inventory site to inventory site) Defaults to "Y".
- **Post Account** A "1" here indicates that the transaction should not be posted to FP. This field defaults to "0", except for the following cases (Length: 1):
 - Order Receipt Defaults to "1".
 - Transfer Receipt (warehouse to inventory site) Defaults to "1".
 - Transfer Receipt Reversal (inventory site to warehouse) Defaults to "1".
 - Order Receipt Reversal Defaults to "1".
 - Disbursement Defaults to "1".
 - Disbursement Reversal Defaults to "1".
 - Return Defaults to "1".
 - Unassignment (Reclaim) Defaults to "1".
 - Order Receipt (Reclaim) Defaults to "1".
 - Order Receipt Reversal (Reverse Reclaim) Defaults to "1".
- Ad Valorem Tax Switch This field defaults to "N". (Length: 1)
- Serial Number The serial number of the inventory item (if serialized). (Length: 15)
- Previously Used This field defaults to "N". (Length: 1)
- **Record ID** This field defaults to spaces. (Length: 8)

- EXTC Expenditure type code. This field defaults to spaces. (Length: 4)
- **PO Number** This field defaults to spaces, except in the following cases (Length: 10):
 - Order Receipt The purchase order number or select ticket number on which the inventory item was ordered.
 - Order Receipt Reversal The purchase order number or select ticket number on which the inventory item was ordered.
- **Serial Code** The transaction number of the material inventory transaction reported. (Length: 11)
- Source Transaction Key This field defaults to spaces. (Length: 30)
- Filler Reserved for future use. This field contains spaces. (Length: 49)

A trailer record containing the following information is written as the last record in the file. All fields are left-justified unless otherwise noted.

- Record Type Indicates whether the current record is a "header", "data", or "trailer". record. For a trailer record this field is set equal to '9'. (Length: 1)
- Record Count The total number of records written to the file, including the header and trailer records. (Length: 6; Justification: right; Example: 000001000 represents a total of 1000 records were written to the file)
- Total Amount The sum of the transaction records' transaction amount, salvage amount, cost of removal amount, and depreciation amount. Since OSPCM does not sent dollars to Asset Management, this field is always zero. (Length: 16; Format: S9(13)V99; Example: +0000000000000000).
- Total Quantity The sum of the transaction records' transaction quantity. Note: A negative quantity should be added as negative value in this sum. (Length: 11; Justification: right; Format: S9(8)V99; Example: +0000300000 represents a total transaction quantity of 3000)
- Filler Reserved for future use. This field contains spaces. (Length: 416)

The following business rules are applied when material inventory transactions are reported to Asset Management.

- Material inventory transactions that involve inventory items ordered direct to code are not reported to Asset Management (this includes Central Office equipment and other types of material explicitly ordered direct to code either to a c-code or to an m-code).
- The exceptions to this rule are as follows:
 - Reclassify from in Service (i.e., when direct to code inventory is unassigned from a routine job or when material is ordered direct to a c-code but not assigned as direct to code inventory),
 - Reclaim (i.e., when direct to code inventory is unassigned from an estimate or when material ordered direct to a c-code but not assigned as direct to code inventory), and
 - Reclassify from Maintenance (i.e., when material ordered to a maintenance account is unassigned or when material is ordered direct to a m-code but not assigned as direct to code inventory)
- These exceptions must be reported to Asset Management so that the inventory item gets moved from the c-code or m-code back to the 12201100 account.
- Only transactions that have been marked as needing to be sent to Asset Management should be added to the file.
- After a transaction has been added to the file, the material inventory transaction record should be updated to reflect that the transaction has been posted to Asset Management.
- If a transaction cannot be added to the file for some reason (e.g., an error occurred while obtaining the data), the error should be written to a log file and the process should continue as normal.

ISSUE MATERIAL NEEDED ON A JOB

Issuing material allows you to keep track of inventory that has been taken from an inventory site to be used on a job. Once issued, the inventory item is considered "at site" until that issue is closed.

First, display the REQUIREMENTS FOR JOB xxxx window, where xxxx is the selected job number as previously discussed in the first section of this document.

| - | | | R | equireme | nts for Job | 581 | (07362) | N | | | | | ₹ |
|----------------|-----------------------------|----------------------|---------------|----------|----------------|--------|----------|----------------------|----------------|----------------|----------|---|--------------------|
| Active Filters | | | 1 | | | : | | | | | | | |
| Reso | urce ID: Print: Step: | | urrent Row's | | 8 | | | | | | | | |
| Print | Step | Material Description | Serial Number | Quantity | Malerial Statu | C F | RESID | R B | On Job Date | Inventory Site | Work | | Substitue Iteme |
| 1 | 1 | 189ECS1-100 | | 1 | Needed | | RG1 | Section of contrasts | 10/17/1995 | SWL | | Н | |
| 1 | 2 | 189ECS1-100 | | 1 | Needed | | RG1 | D | 10/17/1995 | SVVL | Р | н | |
| 1 | 2 | AT-28H2MT-012 | | 445 | Needed | | RG1 | | 10/17/1995 | SWL | P | A | |
| 10 | 1 | BKTA-25 | | 250 | Needed | B | AG1 | | 10/17/1995 | SVVL | | A | |
| 3 | 1 | ANMW-200 | 251329 | 306 | Needed | Q | RG1 | | 10/17/1995 | SVVL | | В | |
| 3 | 1 | ANMW-100 | | 201 | Needed | | AG1 | | 10/17/1995 | MRTW | | В | |
| ; | 5 | SCX-1500A25-1 | | 1 | Needed | | AG1 | | 10/17/1995 | SVVL | | В | |
| 7 | 3 | BKMA-200 | | 803 | Needed | EQ. | RG1 | | 10/17/1995 | | Ρ | A | |
| | 3 | 105A2B/10 | | | Needed | | RG1 | | 10/17/1995 | | Р | A | |
| , | 3 | 1001-100/50 | | 1 | Needed | | RG1 | | 10/17/1995 | | Р | A | |
| | 3 | AT-2BH2MT-012 | | 2000 | Needed | ₽. | | | 07/19/1995 | SVVL | Р | A | |
| | <u> </u> | | | <u> </u> | * | 1 | <u> </u> | 1 | F | <u> </u> | <u> </u> | | 101 |

To issue the material assigned to a requirement, select a requirement in the grid and press the Issue Material toolbar button located on the REQUIREMENTS window or select "Issue ..." from the Actions menu. The system displays an error message if the serial number assigned to the selected requirement has already been issued ¹. Respond to the message by pressing OK. If no errors are found, the ISSUE MATERIAL dialog shown on the following page is displayed. This function is available if the following conditions are met:

- You have security access to update inventory in the inventory site responsible for the inventory item(s) assigned to the selected requirement.
- You are a Materials Management Manager or a Materials Management Clerical user.
- Material has been assigned to the selected requirement.
- All of the material has not yet been issued.

¹ This can occur if a reel of cable has been assigned to multiple substeps.

This dialog allows you to issue the material assigned to the selected requirement to the person who will be responsible for the material until it is returned to the inventory site or is reported used. The grid contains a list of all inventory items assigned to the requirement that have not yet been issued and the first inventory item is pre-selected.

The following information is displayed about each assigned inventory item:

- Material Description The material description of the inventory item.
- Serial Number The serial number of the inventory item (if serialized). If the requirement is for non-serialized material, the serial column is not displayed in the grid.
- Quantity The portion of the inventory balance that is assigned to this requirement.
- Physical Location A glyph here indicates that the inventory item assigned to the substep is physically located at a site (alternate address or inventory site) different from the inventory site responsible for procuring the material. No glyph here indicates that the inventory item is located at the inventory site responsible for procuring the material.

Multiple inventory items may be displayed if the requirement is for a quantity greater than one and one or more of the following apply:

- If the inventory items assigned to the requirement have different material descriptions.
- If the inventory items assigned to the requirement are physically located in different places (e.g., some at the responsible inventory site and some at alternate storage location).
- More than one reel is assigned to the requirement (if the requirement is for cable).

To issue the material, select the inventory items that you want to issue and provide the following information:

- Name The name of the person to whom you are issuing the material. Type a name (or initials) in the Name text box.
- Issue Date The date for which you are issuing the material. It defaults to the current date. Type a valid date in the Issue Date text box or accept the default. The date entered cannot be greater than the current date.
- Remarks Type any remarks that you wish to have recorded with the issue.

To get additional help while on this dialog, press the HELP button. To close this dialog without issuing material, press the CANCEL button. To close this dialog and issue the selected inventory items, press the OK button. If the Name text box is not populated, the system displays an appropriate error message. Respond to the message by pressing OK.

If no errors are found, the system creates a separate issue for each inventory item selected, increases the inventory item's at site balance, and marks the inventory item as issued. However, the name of the person to whom you are issuing the material, the issue date, and any remarks provided are the same on each issue created. If you want to issue the material to different people, issue the material on different dates, or provide different remarks, you must issue each inventory item separately. For non-serialized inventory items and serialized non-cable items, the total quantity issued is equal to the quantity assigned to the substep. For cable items, the quantity issued is equal to the entire balance on the reel.

If issuing a reel of cable that is assigned to multiple substeps, the system issues the inventory item for each substep within the current job. This is done to prevent you from having to issue the inventory item more than once for a job. Therefore, an inventory item can be issued for multiple substeps, but not for multiple jobs.

After issuing the material, the Current Row's Issue Status frame located on the REQUIREMENTS window is updated to indicate whether some or all of the material assigned to the requirement has been issued.

To close the REQUIREMENTS window, double-click the control box located in the upper left corner of the window.

JUNK AN INVENTORY ITEM

Junking cable material allows you to clear a reel of a small amount of material making the reel available for reuse. Non-cable material is sometimes junked because it has been at the inventory site for a while and is no longer needed.

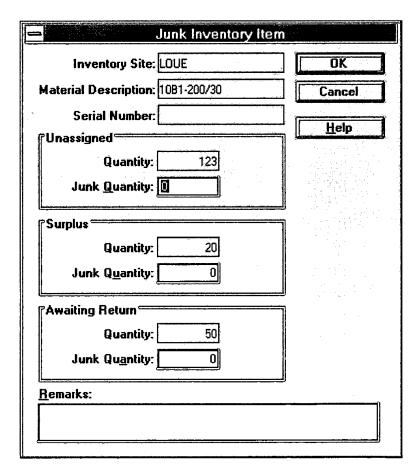
If the Construction Management Center (CMC) is using the auto-junk feature, remaining cable on a reel will be junked by the system when the material is reported used if the remaining quantity is less than the auto-junk limit and is not assigned. You may need to manually junk an inventory item if you are not using the auto-junk feature or you need to junk non-cable material.

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window shown below is displayed.

| | | ory Item | | JE | | ** | 7 75 57 1 2 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 | Ŧ. |
|--|---------------------------|-----------------------------|----------|-------------------|------------|----------|---|---------------------|
| | | Total On Hand Quantity: 223 | | | | | | |
| | | | | | Quantities | | | |
| Material Description C Serial Nur | nber Physical Location | On Hand) A | Assigned | Un- assigned : | Surplus | At Site | In Transit | Awaiting Fleturn |
| 1081-200/30 | | 213 | 20 | 123 | 20 | 0 | · · · · · · · · · · · · · · · · · · · | 50 |
| 1081-200/30 | <u>Q</u> | 10 | 0 | 0 | 10 | 0 | 0 | 0 |
| | | | : | | | | | |
| | | | | | | | | |
| | | | | | | ******** | | |
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| | | | | | | | | |
| | | | | | | | | |
| [Item Details | | | | | | | | |
| Age: 73 Reel Type: Material Type: Normal | | | | | | | | |
| Receipt Date: 05/07/1996 Bin Loc: Last Transaction Number: 12300 | | | | | | | | |
| | | | | | | | | |

To junk an inventory item, select an inventory item from the grid and press the Junk toolbar button located on the INVENTORY ITEMS window or select "Junk..." from the Actions menu. The JUNK INVENTORY ITEM dialog shown below is displayed. This function is available if the following conditions are met:

- You have security access to update inventory in this inventory site.
- You are a Materials Management Manager or Materials Management Clerical user.
- The selected inventory item has an unassigned, surplus, or awaiting return inventory balance.
- If the selected inventory item is serialized material and has not been issued (at site balance = 0).



This dialog allows you to junk an inventory item. The following information is displayed about the selected inventory item:

- Inventory Site The name of the inventory site responsible for the inventory item.
- Material Description The material description of the inventory item.
- Serial Number The serial number of the inventory item (if serialized).

The Unassigned frame displays the inventory item's current unassigned balance. The Surplus frame displays the inventory item's current surplus balance. The Awaiting Return frame displays the inventory item's current awaiting return balance. The corresponding frame is not displayed if the inventory item does not have a balance in that status.

To junk the selected inventory item, provide the following information:

- Junk Quantity The quantity to be junked. If the selected inventory item is serialized material, the Junk Quantity is set equal to the on hand balance of the inventory item minus any assigned balance it may have, but may be changed. If the selected inventory item is non-serialized material, type the quantity to junk in the Junk Quantity text box. The Junk Quantity cannot be greater than the current balance, but must be greater than zero.
- Remarks Type any remarks in the Remarks text box that you wish to have recorded with the Junk transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog and not junk the inventory item, press the CANCEL button. To close this dialog and junk the inventory item, press the OK button. The system displays an appropriate message under the following conditions:

- If the quantity to be junked is greater than 299 feet (if cable) or greater than \$500.00 (junk quantity times the average price of the material), the system displays an appropriate warning message. Respond to the message by pressing YES if you still wish to junk the material or NO if you don't want to junk the material. The system allows you to junk more than 299 feet or greater than \$500.00, but the message is issued to warn you that you are junking more than the BellSouth Executive Instructions (E.I.s) have allowed.
- If you are junking cable and the quantity to be junked is less than the total balance of the reel, the system displays an appropriate warning message. Respond to the message by pressing YES if you still wish to junk the material or NO if you don't want to junk the material. The system allows you to junk a partial reel, but the message is issued to warn you that you are not junking the entire reel.
- If the Junk Quantity is greater than the current unassigned, surplus, or awaiting return balance, the system displays an appropriate error message. Respond to the message by pressing OK.

ATLLIB01 655911.1

¹ Cable items may have both an assigned and unassigned balance. The assigned balance is subtracted out because assigned material may not be junked.

• If the Junk Quantity is equal to zero, the system displays an appropriate error message. Respond to the message by pressing OK.

If there are no errors found, the system junks the selected inventory item and records a Junk material inventory transaction as follows²:

- If junking awaiting return inventory, the system decreases both the inventory item's awaiting return balance and on hand balance and records a Junk material inventory transaction from the awaiting return status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.
- If junking unassigned inventory, the system decreases both the inventory item's unassigned balance and on hand balance and records a Junk material inventory transaction from the unassigned status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.
- If junking surplus inventory, the system decreases both the inventory item's surplus balance and on hand balance and records a Junk material inventory transaction from the surplus status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.
- If the inventory item is central office equipment, the Junk transaction is marked as not to be sent to Asset Management; otherwise it is marked to be sent to Asset Management.

If the inventory item was junked successfully, the system displays an appropriate message. The inventory balances shown on the INVENTORY ITEMS window are updated to reflect the results of the Junk transaction. The Last Transaction Number text box is updated to reflect the number of the last Junk transaction created.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

ATLLIB01 655911.1

² Multiple transactions are created if you junk from more than one status. This could only happen if the selected inventory item was non-serialized material.

PROCESS MATERIAL USAGE

When material is taken out of inventory and placed in service or taken out of service and put back into inventory, material usage is reported by a Telephone Company (TELCO) employee or by a contractor hired to do the work. As a result, the inventory balance of the item used must be adjusted.

Material Usage is reported when the substep for which a material requirement exists is reported complete¹. Reporting material usage results in the creation of a material inventory transaction which in turn adjusts the inventory balance of the used item.

If a substep is marked complete with material usage, a Materials Management process is called to adjust the inventory balance. To use this process, the identifier of the material usage record must be provided. The following types of transactions may be created as a result:

- **Disbursement** This type of transaction is created when an existing inventory item is placed in service (Material Usage is reported as follows: Removed Condition equals blank and Usage Type equals "U" for usage) or when an inventory item recovered from junk is placed in service (Material Usage is reported as follows: Removed Condition equal blank, Usage Type equal "U", and a miscellaneous code of RFJ = "Y" is reported). This transaction decreases the inventory item's current assigned balance by the quantity reported².
- Disbursement Reversal This type of transaction is created when a substep is completed incorrectly and must be backed out. The wrong substep may have been reported complete, the wrong inventory item may have been reported, or the wrong quantity may have been reported (Material Usage is reported as follows: Removed Condition equals blanks and Usage Type equals "R" for reversal). This transaction assigns the inventory item back to the substep to which it was assigned prior to disbursement thereby increasing the inventory item's assigned balance by the quantity previously disbursed. It also recovers any material previously auto-junked.

ATLLIB01 655912.1

¹ See the Business Solutions for the LapTop and the Billing and Reporting JAD areas to receive an overview on how to report material usage.

² If cable material is reported used, the quantity reported is equal to the quantity placed in service (record quantity) plus any splice loss incurred.

- Recover from Junk This type of transaction is created when the material used was recovered from junk. If not enough inventory was assigned to the substep to complete the work, the TELCO employee or contractor may report that the material used was recovered from junk (Material Usage is reported as follows: Removed Condition equals blank, Usage Type equals "U", and a miscellaneous code of RFJ = "Y" is reported). This transaction increases the inventory item's unassigned balance by the quantity recovered from junk or, if the inventory item does not already exist, creates the inventory item with an unassigned balance equal to the quantity recovered from junk. The recovered inventory item is then assigned to the substep reported and is then disbursed.
- Junk This type of transaction is created when cable material is reported used and the remaining quantity on the reel is unassigned and less than the autojunk limit set by the responsible CMC (Material Usage is reported as follows: Removed Condition equal blank and Usage Type equals "U") or when a substep for which material was recovered from junk was completed incorrectly and must be backed out (Material Usage is reported as follows: Removed Condition equals blank, Usage Type equals "R", and a miscellaneous code of RFJ = "Y" is reported) 3. This transaction decreases the inventory item's unassigned balance by the quantity junked.
- Remove to Good This type of transaction is created when material is
 removed from service and put back into inventory (Material Usage is reported
 as follows: Removed Condition equals "G" and Usage Type equals "U").
 This transaction increases the inventory item's unassigned balance by the
 quantity removed from service or, if the inventory item does not already exist,
 creates the inventory item with an unassigned balance equal to the quantity
 removed from service.
- Remove to Good Reversal This type of transaction is created when a substep is completed incorrectly and must be backed out. The wrong substep may have been reported complete, the wrong inventory item may have been reported, or the wrong quantity may have been reported (Material Usage is reported as follows: Removed Condition equals "G" and Usage Type equals "R"). This transaction decreases the inventory item's unassigned balance by the quantity previously removed from service.

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³A CMC may choose to use the auto-junk feature or not to use it. The default auto-junk limit is set to 300 ft, but may be decreased by the CMC. Use of the auto-junk feature and the auto-junk limit are set as OPF parameters.

The following general business rules are observed when material inventory transactions are created as a result of material usage:

- All material inventory transactions created as a result of material usage are created with a CUID = "SYSTEM", except for an auto-junk which has a CUID = "AUTOJNK".
- The system generates a serial number for the inventory item reported if the reel type reported is "HC" and no serial number is reported. A reel type of "HC" can be reported if recovering cable from junk or removing cable to good. The format of a system generated serial number is the first four non-blank characters of the inventory site to which you are adding the inventory item plus a 1 character month (represented as A L, where "A" represents January and "L" represents December) plus a 1 character hour (represented as A X, where "A" represents hour 0 (midnight) and "X" represents hour 23) plus a 2 character minute plus a 2 character second (e.g. ROMMAN2032 would mean that the serial number was created in an inventory site called ROMM in January at 1:20:32 PM). If the generated serial number already exists, the system increases the value by 1 until it generates a unique serial number.
- The system makes every attempt to adjust the balance of the inventory item reported as long as its inventory balance can meet the reported quantity.
- If the inventory item reported was ordered direct to code, the material inventory transaction is marked as not to be sent to Asset Management.

The following business rules are observed when existing inventory is reported used:

- If the inventory item (serial number or material description) reported does not exist in the location (inventory site or alternate address) reported, the system returns an appropriate error code to the calling application.
- If the quantity reported is greater than the current inventory balance, the system returns an appropriate error code to the calling application.
- If no errors occur, the system creates a Disbursement transaction for the inventory item and quantity reported.

- If the inventory item reported is issued, the system decreases the issue quantity and the inventory item's current at site balance by the quantity reported. If the entire issue quantity is decreased to zero, the system closes (i.e., deletes) the issue and marks the inventory item, if it still exists, as no longer issued.
- If the inventory item reported is not assigned to the substep reported or if the quantity reported is more than the quantity assigned to the substep, the system determines if the reported inventory item has enough unassigned or surplus balance from which to disburse the material. If it does, the system assigns the reported inventory item to the substep, and creates a Disbursement transaction for the inventory item reported. This is done to keep the audit trail in check so that only assigned inventory gets disbursed. If there is not enough unassigned or surplus balance, the system determines if the inventory item is assigned to another substep. If it is, the system unassigns the inventory item from the substep to which it is currently assigned, changes that substep's material status back to "needed", assigns the inventory item to the substep reported complete, and creates a Disbursement transaction for the inventory item reported.
- If the quantity reported is less than the quantity assigned to the substep, the system creates an Unassignment transaction for the quantity not used and then creates a Disbursement transaction for the quantity reported.
- If the inventory item reported is cable, in addition to creating a Disbursement transaction, the system creates a Junk transaction if the responsible CMC is using the auto-junk feature and the quantity remaining on the reel is unassigned and less than the CMC's auto-junk limit. If the inventory item is issued, the system closes (i.e., deletes) the issue upon auto-junking it.
- If any inventory is still assigned to the reported substep after the material usage record is processed, the system creates an Unassignment transaction for the remaining assigned quantity. This can happen if a different inventory item from the assigned inventory is reported (e.g., different material description or different serial number).
- If the material usage record is processed successfully, the substep's material status is changed to "D" (disbursed).
- If a miscellaneous code of PIR = "N" is reported, a Disbursement transaction is not created; however, the substep's material status is still changed to "D" and any inventory assigned to the substep is unassigned.

The following business rules are observed when inventory reported as used is reversed:

- If serialized material is reported and the serial number does not exist in the inventory site reported, but does exist in the responsible CMC, the system returns an appropriate error code to the calling application. This is because OSPCM will not allow duplicate serial numbers to exist within a CMC.
- If serialized non-cable material is reported and the serial number already exists in the reported inventory site, the system returns an appropriate error code to the calling application. This is because serialized non-cable material cannot have an inventory balance greater than 1.
- If non-serialized material or cable material is reported and the inventory item already exists in the reported inventory site and no errors occur, the system creates a Disbursement Reversal transaction to add the reported quantity to the existing inventory item⁴.
- If the material reported does not exist in the reported inventory site and no errors occur, the system creates a Disbursement Reversal transaction to create a new inventory item for the quantity reported.
- If cable material is reported and an issue exists for the serial number, the system increases the issue quantity by the quantity reported and in effect reissues the material previously disbursed.
- If the Disbursement transaction that is to be reversed involved an auto-junk, the system first creates a Recover From Junk transaction for the quantity previously junked and then creates a Disbursement Reversal transaction for the reported quantity.
- If the material usage record is processed successfully, the substep's material status is changed back to its previous status.
- If a miscellaneous code of PIR = "N" is reported, a Disbursement Reversal transaction is not created; however, the substep's material status is changed to "N" (needed).

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⁴ For non-serialized material, "the inventory item already exists" implies that there exists some of this material at this inventory site with a receipt date equal to the current date. If there is not, a new inventory item is created with its receipt date equal to the current date. This is done so that non-serialized material removed to good does not receive an "age" older than the current date.

The following business rules are observed when material recovered from junk is reported used:

- If reporting serialized material and the serial number does not exist in the inventory site reported, but does exist in the responsible CMC, the system returns an appropriate error code to the calling application. This is because OSPCM will not allow duplicate serial numbers to exist within a CMC.
- If reporting serialized non-cable material and the serial number already exists in the reported inventory site, the system returns an appropriate error code to the calling application. This is because serialized non-cable material cannot have an inventory balance greater than 1.
- If the material reported is cable and the reel type reported is "HC" (hand-coil) and no serial number is reported, the system generates a serial number for the inventory item as described earlier.
- If reporting non-serialized material or cable material and the inventory item already exists in the reported inventory site and no errors occur, the system creates a Recover from Junk transaction to add the reported quantity to the existing inventory item, creates an Assignment transaction to assign the inventory item to the substep reported, and creates a Disbursement transaction to disburse the inventory item for the quantity reported.
- If the material reported does not exist in the reported inventory site and no errors occur, the system creates a Recover from Junk transaction to create a new inventory item for the quantity reported, creates an Assignment transaction to assign the inventory item to the substep reported, and creates a Disbursement transaction to disburse the inventory item for the quantity reported.
- If any inventory is still assigned to the reported substep after the material usage record is processed, the system creates an Unassignment transaction for the remaining assigned quantity. This can happen if recovered from junk material was used rather than the assigned inventory item.
- If the material usage record is processed successfully, the substep's material status is changed to "D" (disbursed).

The following business rules are observed when recovered from junk material reported as used is reversed:

- If reporting serialized material and the serial number does not exist in the inventory site reported, but does exist in the responsible CMC, the system returns an appropriate error code to the calling application. This is because OSPCM will not allow duplicate serial numbers to exist within a CMC.
- If reporting serialized non-cable material and the serial number already exists in the reported inventory site, the system returns an appropriate error code to the calling application. This is because serialized non-cable material cannot have an inventory balance greater than 1.
- If reporting non-serialized material or cable material and the inventory item already exists in the reported inventory site and no errors occur, the system creates a Disbursement Reversal transaction to add the reported quantity to the existing inventory item and then creates a Junk transaction to junk the inventory item for the quantity reported.
- If the material reported does not exist in the reported inventory site and no errors occur, the system creates a Disbursement Reversal transaction to create a new inventory item for the quantity reported and then creates a Junk transaction to junk the inventory item for the quantity reported.
- If the material usage record is processed successfully, the substep's material status is changed back to its previous status.

The following business rules are observed when material is reported as removed to good:

- If reporting serialized material and the serial number does not exist in the inventory site reported, but does exist in the responsible CMC, the system returns an appropriate error code to the calling application. This is because OSPCM will not allow duplicate serial numbers to exist within a CMC.
- If reporting serialized non-cable material and the serial number already exists in the reported inventory site, the system returns an appropriate error code to the calling application. This is because serialized non-cable material cannot have an inventory balance greater than 1.

- If the material reported is cable and the reel type reported is "HC" (hand-coil) and no serial number is reported, the system generates a serial number for the inventory item as described earlier.
- If reporting non-serialized material or cable material and the inventory item already exists in the reported inventory site and no errors occur, the system creates a Remove To Good transaction to add the reported quantity to the existing inventory item.
- If the material reported does not exist in the reported inventory site and no errors occur, the system creates a Remove To Good transaction to create a new inventory item for the quantity reported

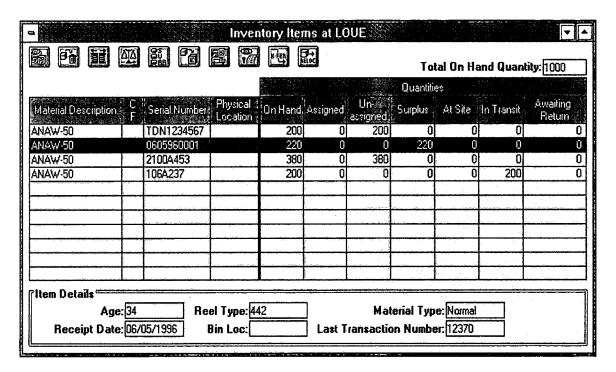
The following business rules are observed when material reported as removed to good is reversed:

- If the inventory item (serial number or material description) reported does not exist in the location (inventory site or alternate address) reported, the system returns an appropriate error code to the calling application.
- If the quantity reported is greater than the current inventory balance, the system returns an appropriate error code to the calling application.
- If no errors occur, the system creates a Remove to Good Reversal transaction for the inventory item and quantity reported.
- If the inventory item reported has been assigned, the system first unassigns the inventory item from the substep, changes its material status back to "needed", and then creates a Remove To Good Reversal transaction for the quantity reported.

RELOCATE AN INVENTORY ITEM

You may relocate an inventory item by changing its bin location, by moving it from your inventory site to an alternate storage location, or by moving it from an alternate storage location back to your inventory site.

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window shown below is displayed.

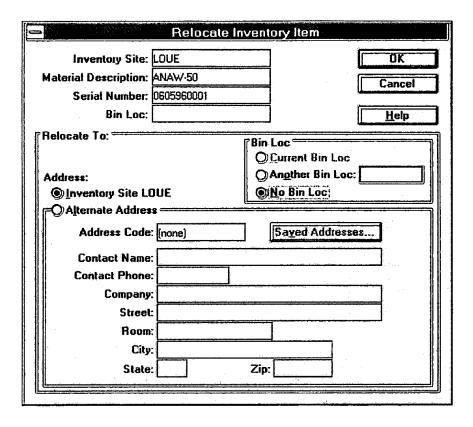




Select an inventory item from the grid and press the Relocate toolbar button located on the INVENTORY ITEMS window or select "Relocate..." from the Actions menu. The RELOCATE INVENTORY ITEM dialog shown on the following page is displayed.

This function is available if the following conditions are met:

- You have security access to update inventory in this inventory site.
- You are a Materials Management Manager or a Materials Management Clerical user.
- The selected inventory item's entire on hand balance has not been issued nor in transit.



This dialog allows you to specify a new bin location for the selected inventory item or to move it between your inventory site and an alternate storage location. The following information is displayed about the selected inventory item:

- Inventory Site The name of the inventory site responsible for the inventory item.
- Material Description The description of the inventory item.
- Serial Number The serial number of the inventory item (if serialized).
- **Bin Loc** The current bin location of the inventory item. If the inventory item does not have a bin loc, this field is blank.

The address radio button defaults to the current location of the inventory item. If the inventory item is physically located at the inventory site, the Inventory Site radio button is selected. If the inventory item is physically located at an alternate storage location, the Alternate Address radio button is selected and the following information is displayed:

- Address Code The code by which this address was saved.
- Contact Name The contact name of the alternate address (if applicable).
- Contact Phone The contact phone number of the alternate address.
- Company The company of the alternate address (if applicable).
- Street The street of the alternate address.
- Room The room number of the alternate address (if applicable).

- City The city of the alternate address.
- State The state of the alternate address.
- **Zip Code** The zip code of the alternate address.

CHANGE THE INVENTORY ITEM'S BIN LOCATION

The Bin Loc frame is used to specify the inventory item's bin location. The following radio buttons are available:

- Current Bin Loc If the inventory item has a bin loc, the Current Bin Loc radio button is selected when this dialog is opened. To keep the inventory item in its current bin location, do nothing.
- Another Bin Loc To specify a new bin location for the inventory item, select the Another Bin Loc radio button and type the new bin location in the associated text box.
- No Bin Loc If the inventory item does not have a bin loc, the No Bin Loc radio button is selected when this dialog is opened. If the inventory item has a bin loc and you want to indicate that it is no longer at a particular bin location, select the No Bin Loc radio button.

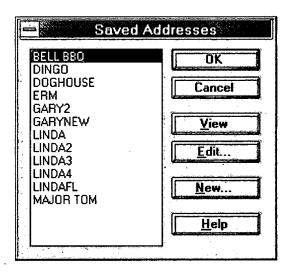
If you are relocating a serialized inventory item that is waiting to be returned (Awaiting Return balance > 0), the only action you may take is to change its bin location.

MOVE THE INVENTORY ITEM BACK TO THE INVENTORY SITE

To move the inventory item from an alternate storage location back to your inventory site, select the Inventory Site radio button.

MOVE THE INVENTORY ITEM TO AN ALTERNATE STORAGE LOCATION

To relocate the inventory item to an alternate storage location, select the Alternate Address radio button followed by the SAVED ADDRESSES button. The SAVED ADDRESSES dialog shown below is displayed.



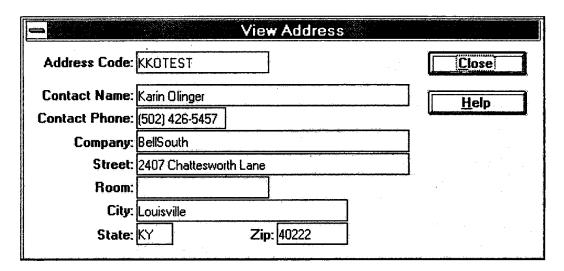
The Saved Address list box lists all of the alternate addresses currently stored in the system. By default, the first code in the list is selected.

To relocate the inventory item to a saved address, select one from the list box. If the address you need is not listed, you may create a new alternate address by pressing the NEW button as described later in this document.

To get additional help while on this dialog, press the HELP button. To close this dialog and not use the selected address, press the CANCEL button. To close this dialog and use the selected address, press the OK button. If OK is pressed, the address associated with the selected code is copied to the alternate address fields on the RELOCATE INVENTORY ITEM window.

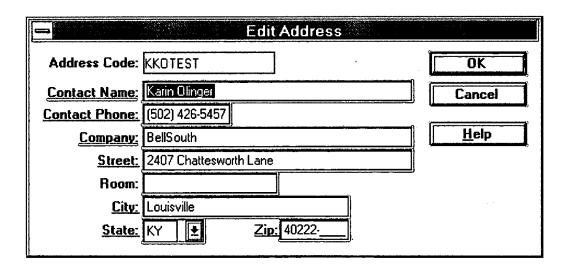
The following buttons are also available from the SAVED ADDRESSES dialog:

• VIEW - To view the address associated with a code, select one from the list box and press the VIEW button. The VIEW ADDRESS dialog shown below is displayed.



This dialog displays the address associated with the code selected. To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

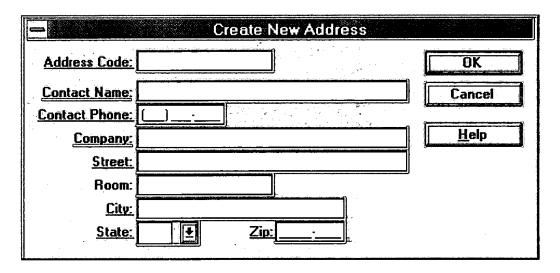
• **EDIT** - To edit the address associated with a code, select one from the list box and press the EDIT button. The EDIT ADDRESS dialog shown below is displayed.



You may modify the contact name, contact phone, company, street, room, city, state, or zip.

To get help while on this dialog, press the HELP button. To close this dialog without saving the changes made, press the CANCEL button. To close this dialog and save the changes made, press the OK button. The system displays a message under the following conditions:

- If both the contact name and the company name are blank, an error message is displayed. Respond to the message by pressing OK.
- If the contact phone, street, city, state, or zip code are blank, an error message is displayed. Respond to the message by pressing OK.
- If the contact phone or zip code are incomplete, an error message is displayed. Respond to the message by pressing OK.
- **NEW** To add a new alternate address, press the NEW button. The CREATE NEW ADDRESS dialog shown below is displayed.



To add a new alternate address to which the inventory item should be relocated, provide the following information:

- Address Code Type a code by which this address will be known. This code will appear in the Alternate Address drop down lists and will be available to anyone who wishes to store material at this location. Address Code must be provided.
- Contact Name Type the name of the person to whom the inventory item should be relocated or the name of the person who should be notified of the relocation in the Contact Name text box. If Contact Name is not provided, Company must be provided.

- Contact Phone Type the phone number of the person to whom the inventory item should be relocated or the phone number of the person who should be notified of the relocation in the Contact Phone text box. Contact Phone must be provided.
- Company Type the name of the company to which the inventory item should be relocated in the Company text box. If Company is not provided, Contact Name must be provided.
- Street Type the street address to which the inventory item should be relocated in the Street text box. Street must be provided.
- Room Type the room number to which the inventory item should be relocated in the Room text box. Room is optional.
- City Type the name of the city to which the inventory item should be relocated in the City text box. City must be provided.
- State Type or select the abbreviation of the state to which the inventory item should be relocated in the State combo box, which contains a list of the nine BellSouth states. State must be provided. If a state is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.
- **Zip** Type the zip code to which the inventory item should be relocated in the Zip text box. Zip must be provided. Format is nnnnn or nnnnn-nnnn, where n is a number between 0 and 9.

To get help while on this dialog, press the HELP button. To close this dialog without adding the new address, press the CANCEL button. To close this dialog and add the new address, press the OK button. The system displays a message under the following conditions:

- If both the contact name and the company name are blank, an error message is displayed. Respond to the message by pressing OK.
- If the address code, contact phone, street, city, state, or zip code are blank, an error message is displayed. Respond to the message by pressing OK.
- If the contact phone or zip code are incomplete, an error message is displayed. Respond to the message by pressing OK.
- If the address code entered already exists, an interrogative message is displayed asking you if you want to replace the old address with the new address. Press YES if you want to replace the address or press NO if you do not want to replace the address.

• If the address code has the same name as an inventory site, an error message is displayed (e.g., you cannot have an alternate address code name "SVVL" and an inventory site named "SVVL"). Respond to the message by pressing OK.

If no errors are found, the system creates a new alternate address of type code "A".

To get additional help while on the RELOCATE INVENTORY ITEM dialog, press the HELP button. To close the dialog without relocating the inventory item, press the CANCEL button. To close the dialog and relocate the inventory item, press the OK button. The system displays an appropriate message if the following conditions occur:

- If you have not made any changes, a warning message is displayed indicating that the inventory item will not be relocated since no changes were made. Respond to the message by pressing OK.
- If you are changing the bin location of the inventory item and did not specify a new bin location (i.e., different from the current bin location) to which the inventory item should be moved, an error message is displayed. Respond to the message by pressing OK.
- If you are changing the bin location of the inventory item and did not specify a bin location to which the inventory item should be moved, an error message is displayed. Respond to the message by pressing OK.
- If you are relocating the inventory item to an alternate storage location and did not provide the required address information, an error message is displayed. Respond to the message by pressing OK.

If no errors were found, the system makes one or more of the following changes:

- Changes the physical location of the selected inventory item from the alternate address to the inventory site responsible for the inventory item or changes the physical location of the selected inventory item from the inventory site responsible for the inventory item to the alternate address specified.
- If the inventory item had a designated bin location and it was relocated to an alternate address or back to the responsible inventory site without having a new bin location specified, the inventory item is removed from its current bin location.
- Changes the current bin location of the selected inventory item to the new bin location specified or removes the selected inventory item from its current bin location.

• If you are relocating non-serialized inventory, the entire on-hand balance located at that physical location is moved to the inventory site, alternate address, or bin location specified because you cannot specify the quantity or the inventory status to relocate. This means that any issued or in-transit inventory will be moved as well.

If the inventory item was relocated successfully, the system displays an appropriate message. No material inventory transaction is recorded as a result of relocating the selected inventory item. The appropriate changes are displayed on the INVENTORY ITEMS window to reflect the results of the relocation.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

REPORT RECONCILIATION FILE TO ASSET MANAGEMENT

This section defines the reconciliation interface between OSPCM and Asset Management, the accounting system that tracks inventory dollars in the 12201100 account. This account is maintained in Asset Management by geographic location code (GLC) and material item code (MIC). On occasion, the inventory units and dollars in this account must be reconciled between the two systems. The inventory units are reported to Asset Management by MIC for a specified inventory site. Since OSPCM inventories both non-exempt material ordered to the 12201100 account (e.g. cable) and non-exempt material ordered directly to the in-service account (e.g. central office equipment, conduit, manholes), those inventory items ordered directly to the in-service account, must be excluded from the interface.

The chosen interface is an on demand file transmission using BUFIT. Asset Management requests a reconciliation file by sending a file via BUFIT containing the geographic location code (GLC) of the desired inventory site(s) and an inventory ID. When the file is transmitted to OSPCM, a process is run to create the reconciliation file. After the file is created, it is transmitted back to Asset Management via BUFIT. The Asset Management system resides on a UNIX box in the Jackson, MS data center.

The reconciliation file is created for the specified GLC (which may contain 1 or more inventory sites) by summing the on hand balance of each of its inventory items by MIC. All inventory items that are the responsibility of the specified GLC, excluding those inventory items ordered direct to code, are used in the calculation.

A header record containing the following information is written as the first record in the file.

- Trans Code Defaults to "HDR".
- Inventory Date The date the inventory was taken. This is the current date. (Format: YYYY/MM/DD)

The following information is written to the file per MIC.

- **Business Unit** Defaults to "BST" (5 char).
- **Dept ID** State of the glc for which the file is created (2 char).
- **Inventory ID** The ID provided by Asset Management to identify the inventory reconciliation file (7 numeric).
- Location The GLC provided by Asset Management (6 char).
- **BST ID** The MIC of the inventory items reported (12 char).
- BST SUB ID Defaults to spaces (2 char).
- Table Sequence Number Defaults to zeroes (11 numeric).

- Custodian The responsibility code of the inventory site for which the file is created (8 char) If the glc crosses inventory sites, this field should be populated with ???.
- Quantity The inventory balance for the MIC reported (10 numeric)¹.
- Asset Cost Defaults to zeroes (15 numeric).
- Asset Description The description of the MIC (60 char).

A trailer record containing the following information is written as the last record in the file.

- Trans Code Defaults to "TRL".
- Number of Records The number of records written to the file, excluding the header and trailer records (9 numeric).

¹ The last two digits are for tenths and hundredths. The decimal point is not transmitted (e.g. a quantity of 8 is sent as 800).

ADD AN INVENTORY ITEM

You add an item to your inventory when you recover material from junk, reclassify material that was previously exempt as non-exempt, when you find material on your yard that has not been accounted for, or when you need to add an inventory item for use on a Turn-Key job¹. If you are responsible for a warehouse site, you may add an item to your inventory to replenish your emergency or consignment stock. If you are responsible for a Refurbished Central Office Equipment (RCOE) site, you may add an item to your inventory when refurbished equipment is delivered to your site.

An additional feature is available for a period of time. During the conversion from the Major Apparatus and Cable System (MACS) to OSPCM, you can convert unassigned or surplus inventory remaining in the MACS system to the OSPCM system.

To add an inventory item, select "Add Inventory Item" from the Inventory menu located on the main MATERIALS MANAGEMENT window. The ADD INVENTORY ITEM dialog is displayed. The command buttons and some of the fields on this dialog will vary slightly depending on whether or not you are undergoing a MACS conversion. The Add Inventory Item function is available if the following conditions are met:

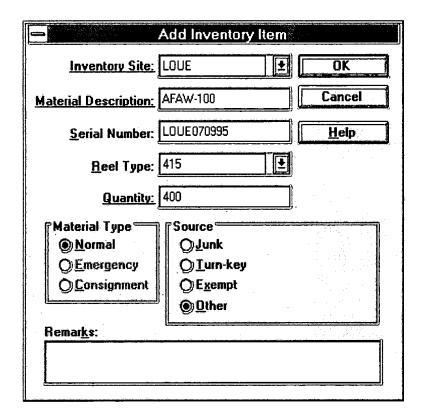
- You have security access to update inventory.
- You are a Materials Management Manager or a Materials Management Warehouse user. During the MACS conversion, a Materials Management clerk will be able to add inventory as long as all other security requirements are met.

ATLLJB01 655916.1

¹ The turn-key process is the outsourcing of outside plant tech hours for splicing and pre-service turn up at a carrier site. This process is part of an initiative for "fiber in the loop" technology. All new subdivisions are supposed to be cabled with fiber and the turn-key process is a method to be used so as to not increase the workload on existing resources. The material needed on a turn-key job is ordered by the Procurement Services Office (PSO) directly in REGIS or CAPRI. Since the order does not exist in OSPCM, the material cannot be added into inventory using the receipt process. Instead, it must be added into inventory using the Add Inventory Item window and then assigned to the appropriate job using the assignment procedures discussed in Business Solution II.

ADD A NON-MACS INVENTORY ITEM

If you are not undergoing a MACS conversion, the dialog shown below is displayed after selecting "Add Inventory Item" from the Inventory menu located on the main MATERIALS MANAGEMENT window.



To add an item, provide the following information.

- Inventory Site The name of the inventory site to which you want to add the inventory. Type a valid inventory site in the Inventory Site list box or select one from its drop-down list. If you are a Materials Management manager or clerk, the drop-down list contains a list of all inventory sites, excluding warehouse and RCOE sites, for which you have security access to update inventory. If you are a warehouse user, the drop-down list contains a list of all warehouse sites and RCOE sites for which you have security access to update inventory. The inventory site defaults to the inventory site you have selected on the PREFERENCES dialog.
- Material Description The material description of the inventory item. Type a valid material description in the Material Description text box. If adding inventory to a warehouse site, only serialized material may be added.

- Serial Number The serial number of the inventory item. If you are adding serialized material to your inventory, type a serial number in the Serial Number text box. If you are adding cable to your inventory you may leave this field blank and enter "HC" (hand coil) in the Reel Type field to have the system generate a serial number. The format of a system generated serial number is the first four non-blank characters of the inventory site to which you are adding the inventory item plus a 1 character month (represented as A L, where "A" represents January and "L" represents December) plus a 1 character hour (represented as A X, where "A" represents hour 0 (midnight) and "X" represents hour 23) plus a 2 character minute plus a 2 character second. For example, ROMMAN2032 would mean that the serial number was created in an inventory site called ROMM in January at 1:20:32 PM. If the generated serial number already exists, the system increases the value by 1 until it generates a unique serial number.
- Reel Type The reel type of the inventory item. If you are adding cable to your inventory, type a valid reel type in the Reel Type text box or select one from its drop down list. If the serial number is not provided and the reel type is "HC", the system will generate a serial number.
- **Quantity** The quantity to add to inventory. Type a quantity greater than zero in the Quantity text box. If adding serialized non-cable, the quantity cannot be greater than one.
- Material Type The intended use of the inventory item. Valid values are as follows:
 - Normal Select the Normal button if the inventory item is for normal
 use. This button is available only if adding inventory to an inventory
 site or to an RCOE site. This is the default Material Type if adding to
 an inventory site or RCOE site.
 - Emergency Select the Emergency button if the inventory item is reserved for emergency use. This button is available only if adding inventory to an inventory site that can store emergency material or to a warehouse site. This is the default Material Type if adding to a warehouse site.
 - Consignment Select the Consignment button if the inventory item is consignment material. This button is available only if adding inventory to a warehouse site.

- Source The source of the inventory item. Valid values are as follows:
 - Junk Select the Junk button if the inventory item was recovered from junk.
 - Turn key Select the Turn key button if the inventory item is added for use on a Turn key job.
 - **Exempt** Select the Exempt button if the inventory item was reclassified from exempt.
 - Other Select the Other button if the inventory item was found on the yard and you do not know where it came from. This is the default Source.
- Remarks Enter any remarks in the Remarks text box that you wish to have recorded with the Recover From Junk, Reclassify From Exempt, or Inventory Addition transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without adding the inventory item, press the CANCEL button. To close this dialog and add the inventory item, press the OK button.

The system displays an appropriate error message under the following conditions:

- If the inventory site is not valid.
- If no material description is provided or the one provided is not valid.
- If adding an inventory item as consignment material and its material description is not marked as a consignment item in the Material Item table.
- If adding non-serialized material to a warehouse site.
- If adding emergency non-serialized material to an inventory site.
- If the material is serialized non-cable and you did not provide a serial number.
- If the material is cable and you did not specify a serial number or specify the reel type as "HC".
- If the serial number provided already exists in the CMC responsible for the inventory site to which you are adding the inventory.
- If the material is non-serialized and a serial number is provided.
- If the material is cable and you did not specify a reel type.
- If the material is not cable and a reel type is provided.
- If the reel type provided is not valid.
- If the quantity added is zero.
- If adding serialized non-cable and the quantity is greater than one, a message displays indicating that the quantity will be changed to one and asks you if you wish to continue adding the item. Respond to the message by pressing YES if you wish to continue or NO if you do not.

Respond to all error messages by pressing OK unless otherwise noted.

If no errors are found, the system updates or creates an inventory balance for the inventory site, material description, and serial number specified and records a material inventory transaction as follows.

- If adding serialized inventory or adding non-serialized inventory for which there is not yet an inventory balance, the system creates a new inventory item with an unassigned balance equal to the quantity to be added².
- If adding non-serialized inventory for which there is already an inventory balance, the system increases the unassigned balance by the quantity to be added.
- If the inventory item's source is "Junk", the system records a Recover From Junk material inventory transaction. If the material is non-Central Office Equipment, the transaction is marked to be sent to Asset Management; otherwise the transaction is marked as not to be sent to Asset Management.
- If the inventory item's source is "Turn key", the system records an Inventory Addition material inventory transaction. The transaction is marked as not to be sent to Asset Management because the material was already reported to the accounting systems through REGIS or CAPRI.
- If the inventory item's source is "Exempt", the system records a Reclassify From Exempt material inventory transaction. If the material is non-Central Office Equipment, the transaction is marked to be sent to Asset Management; otherwise the transaction is marked as not to be sent to Asset Management.
- If the inventory item's source is "Other", the system records an Inventory Addition material inventory transaction. If the material is non-Central Office Equipment, the transaction is marked to be sent to Asset Management; otherwise the transaction is marked as not to be sent to Asset Management.

If the inventory item was added successfully, the system displays an appropriate message. The message provides the serial number added (if serialized and generated by the system).

ADD A MACS INVENTORY ITEM

² Adding non-serialized inventory will create a new inventory item if there was not already some of this material added today to this inventory site (either via the Add Inventory process or the Receipt process) so that the age of the inventory items may be tracked appropriately. If some of this material was added today, but relocated to an alternate address before the new inventory item is added, a new inventory item will be created so that the location of the inventory items may be tracked appropriately.

If you are undergoing a MACS conversion, the dialog shown below is displayed after selecting "Add Inventory Item" from the Inventory menu located on the main MATERIALS MANAGEMENT window. This version of the dialog replaces the OK button with an ADD button and the CANCEL button with a CLOSE button. Because you may want to add multiple items during the conversion period, the behavior of the dialog has been modified to remain open after adding an inventory item.

| Add Inventory Item | | | | | | |
|-------------------------|-----------------|--------------|--|--|--|--|
| Inventory Site: | LOUE | Add | | | | |
| Material Description: | 4FAW-100 | Close | | | | |
| <u>S</u> erial Number: | LOUE070996 | <u>H</u> elp | | | | |
| <u>R</u> eel Type: | | | | | | |
| Quantity: 500 | | | | | | |
| Material Type | Source | | | | | |
| ⊚ <u>N</u> ormal | O Junk | | | | | |
| O <u>E</u> mergency | O Turn-key | | | | | |
| O Consignment | O Exempt | | | | | |
| | <u> </u> | Conversion | | | | |
| Remar <u>k</u> s: | 1 | | | | | |
| Inventory added during | MACS Conversion | - | | | | |
| | | | | | | |

This version of the dialog displays a MACS Conversion check box in the Source frame. To add a MACS inventory item, provide the Inventory Site, Material Description, Serial Number (if serialized), Reel Type (if cable), Quantity, and Material Type as described earlier and then select a Source of "Other" and select the MACS Conversion check box. The MACS Conversion check box is enabled only if a Source of "Other" is selected. It is also recommended that you add a remark indicating that the inventory item is being added as part of the MACS conversion.

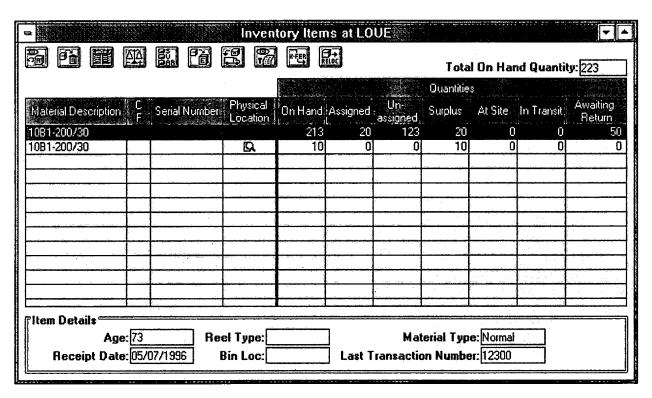
You can add a non-MACS inventory item during the conversion period, by not selecting the MACS Conversion check box.

To get additional help while on this dialog, press the HELP button. To close this dialog without adding the inventory item, press the CLOSE button. To add the inventory item, press the ADD button.

RETURN AN INVENTORY ITEM

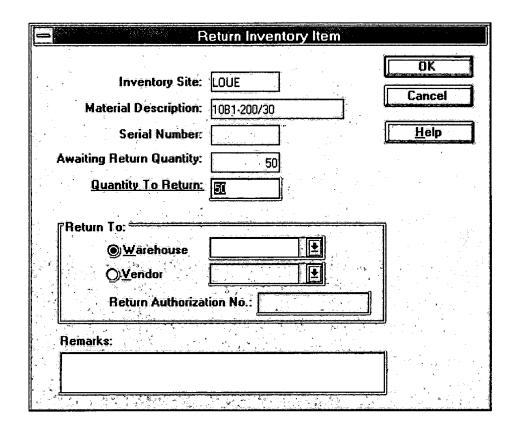
If an inventory item is damaged or no longer wanted, it may be returned to a BellSouth Telecommunications (BST) warehouse (e.g., BH) or to an outside vendor (e.g., Lucent).

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window shown below is displayed.



To return an inventory item, select an inventory item from the grid and press the Return toolbar button located on the INVENTORY ITEMS window or select "Return..." from the Actions menu. The RETURN INVENTORY ITEM dialog shown on the following page is displayed. This function is available if the following conditions are met:

- You have security access to update inventory in this inventory site.
- You are a Materials Management Manager or a Materials Management Clerical user.
- The selected inventory item has an awaiting return inventory balance.



This dialog allows you to return an inventory item to a BST warehouse or to an outside vendor.

The following information is displayed about the selected inventory item.

- Inventory Site The name of the inventory site responsible for the inventory item.
- Material Description The material description of the inventory item.
- Serial Number The serial number of the inventory item (if serialized).
- Awaiting Return Quantity The inventory item's current awaiting return balance.

To return the selected inventory item, provide the following information.

- Quantity to Return The quantity to be returned. If the selected inventory item is serialized material, the Quantity to Return is set equal to the on hand balance of the inventory item and cannot be changed. If the selected inventory item is non-serialized material, type the quantity to return in the Quantity to Return text box. The Quantity to Return cannot be greater than the current awaiting return balance, but must be greater than zero.
- Return To The BST warehouse or the outside vendor to which the inventory item is to be returned. To return the inventory item to a BST warehouse, select the Warehouse radio button and type a valid warehouse in the Warehouse combo box or select one from its drop-down list. The drop-down contains a list of all BellSouth warehouses. To return the inventory item to an outside vendor, select the Vendor radio button and type a valid vendor in the Vendor combo box or select one from its drop-down list. The drop-down contains a list of vendors that BellSouth currently uses.
- Return Authorization Number The return authorization number received from the vendor to which the inventory item is being returned. If returning the inventory item to a vendor, you must type the return authorization number in the Return Authorization Number text box. If returning the inventory item to a warehouse, you cannot provide the Return Authorization Number (i.e., the Return Authorization Number text box is disabled). The system generates the return authorization number when returning an inventory item to a warehouse. The format of a system generated return authorization number is OP-n-xxxxx, where n is 1, 2, 3, or 4 and xxxxx is a sequential number. To make the return authorization number unique across the region, a number is assigned to each server as the value of n and xxxxx is a sequential number within that server. "1" indicates that the inventory item was returned from Alabama or Georgia. "2" indicates that the inventory item was returned from Louisiana, Mississippi, or Tennessee. "3" indicates that the inventory item was returned from North Carolina, South Carolina, or Kentucky. "4" indicates that the inventory item was returned from Florida.
- Remarks Type in any remarks in the Remarks text box that you wish to have recorded with the Return transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without returning the inventory item, press the CANCEL button. To close this dialog and return the inventory item, press the OK button. The system displays an appropriate message if the following conditions occur:

- If the Quantity to Return is greater than the current awaiting return balance, an error message is displayed. Respond to the message by pressing OK.
- If the Quantity to Return is equal to zero, an error message is displayed. Respond to the message by pressing OK.
- If you are returning the inventory item to a vendor and did not provide the Return Authorization Number, an error message is displayed. Respond to the message by pressing OK.
- If an invalid warehouse or invalid vendor is selected, an error message is displayed. Respond to the message by pressing OK.

If there are no errors found, the system returns the selected inventory item and records a Return material inventory transaction as follows:

- The system decreases the awaiting return balance of the inventory item by the Quantity to Return and records a Return material inventory transaction from the awaiting return status. If the inventory item balance reaches a zero, the inventory item is deleted from the system.
- If the inventory item is central office equipment, the material inventory transaction created is marked as not to be sent to Asset Management; otherwise it is marked to be sent to Asset Management.

If the inventory item was returned successfully, the system displays an appropriate message and a Material Return Order (RF-1010) form is printed (See Attachment 1). The inventory balances shown on the INVENTORY ITEMS window are updated to reflect the results of the Return transaction. The Last Transaction Number text box is updated to reflect the number of the Return transaction created.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

Attachment 1:

If returning the inventory item to a warehouse, the RF-1010 form should be shipped with the inventory item and a copy kept for your records. If returning the inventory item to a vendor, the RF-1010 form should be kept for your records. The following information is printed on the report:

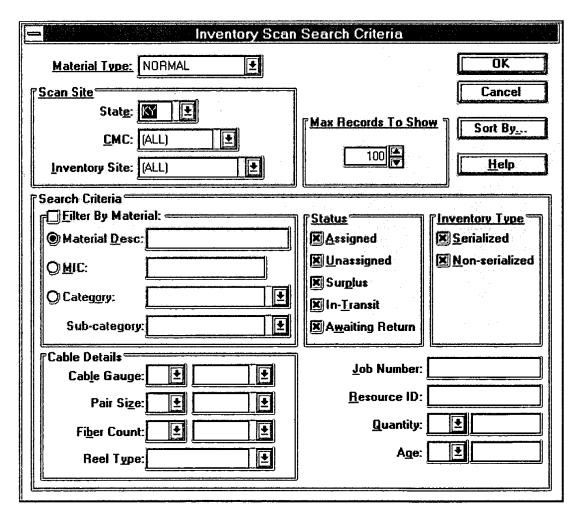
- **Originator** The name of the person returning the inventory item. Your Common Userid (CUID) is used to obtain your name.
- Date The current date.
- **Supervisor's Telephone Number** The telephone number of supervisor responsible for the inventory item.
- Request Number The Return Authorization Number. If returning to a warehouse, it is equal to the return authorization number generated by the system. If returning to a vendor, it is equal to the return authorization number provided by the vendor.
- **Authority Number** The Requestor Authority Number (RAN) of the inventory site responsible for the inventory item.
- RCC The responsibility code charged for the return (the supervisor's responsibility code).
- **Geo Loc** The geographical location code of the inventory site responsible for the inventory item.
- **Comments** The remarks recorded with the Return transaction.
- Equipment Description The material description of the inventory item. If the inventory item is serialized material, its serial number is printed following the description.
- **PID Number** The product identifier of the material returned.
- Quantity The quantity returned.



RUN AN INVENTORY SCAN

The inventory scan is a real-time "look" at the inventory for which you have responsibility. You may run an inventory scan when it is time to do a physical inventory so that you can compare what the system indicates you have to what is physically on the yard. Or you may run an inventory scan to verify the availability of emergency or consignment material.

To run an inventory scan, press the Inventory Scan toolbar button located on the main MATERIALS MANAGEMENT window or select "Inventory Scan" from the Inventory menu. The INVENTORY SCAN SEARCH CRITERIA dialog shown below is displayed. This function is available at all times to any Materials Management user.



This dialog allows you to define the search criteria of an inventory scan.

Provide the following information to identify the type of material to search for, the location to search, and the maximum number of inventory items to display.

- Material Type Select the type of material to search for from the Material Type list box or accept the default of "Normal". The type of material you may search for depends on the type of user you are.
 - Materials Management manager or clerk You may choose to search for normal, emergency, consignment, or joint-use inventory.
 - Materials Management warehouse user You may choose to search for normal, emergency, or consignment inventory.
- State Type a valid state to search in the State combo box or select one from its drop down list. The State combo box defaults to the state you have selected on the PREFERENCES dialog. If you are a Materials Management manager and you want to search all states, select ALL. The states you may search depend on the type of material you have selected to search for and the type of user you are ¹.
 - Materials Management manager or clerk -
 - Normal If searching for normal inventory, the drop down contains a list of all nine states in the BellSouth region.
 - Consignment If searching for consignment inventory, the drop down contains a list of states that have warehouse sites.
 - Emergency If searching for emergency inventory, the drop down contains a list of states that can store emergency inventory².
 - **Joint Use** If searching for normal inventory, the drop down contains a list of all nine states in the BellSouth region.
 - Materials Management warehouse user -
 - Normal If searching for normal inventory, the drop down contains a list of states that have Refurbished Central Office Equipment (RCOE) sites.
 - Consignment If searching for consignment inventory, the drop down contains a list of states that have warehouse sites.
 - Emergency If searching for emergency inventory, the drop down contains a list of states that have warehouse sites.

¹ Security Work-Around: If you a user of the Materials Management application only, you can view inventory in any state. If you are a Materials Management user and a user of another OSPCM application, you can view inventory only in the states to which you have access. Therefore, where this document states that all states, CMCs, or inventory sites are listed, may not apply if you have access to other OSPCM applications besides Materials Management.

² Emergency inventory can be stored at either an inventory site that is allowed to have emergency material or at a warehouse site.

- CMC Type a valid CMC to search in the CMC combo box or select one from its drop down list. The CMC combo box defaults to "ALL" indicating that all CMCs for which you have access that can store the specified material type in the specified state are to be searched. The CMCs you may search depend on the type of material you have selected to search for and the type of user you are³.
 - Materials Management manager or clerk -
 - Normal If searching for normal inventory, the drop down contains a list of all CMCs in the BellSouth region (the state for each CMC listed is also displayed in the drop down).
 - Consignment If searching for consignment inventory, the drop down contains a list of CMCs that have warehouse sites.
 - Emergency If searching for emergency inventory, the drop down contains a list of the CMCs that can store emergency inventory.
 - Joint Use If searching for normal inventory, the drop down contains a list of all CMCs in the BellSouth region.
 - Materials Management warehouse user -
 - Normal If searching for normal inventory, the drop down contains a list of CMCs that have RCOE sites.
 - Consignment If searching for consignment inventory, the drop down contains a list of CMCs that have warehouse sites.
 - Emergency If searching for emergency inventory, the drop down contains a list of CMCs that have warehouse sites.

³ Security Work-Around: If you a user of the Materials Management application only, you can view inventory in any CMC. If you are a Materials Management user and a user of another OSPCM application, you can view inventory only in the CMCs to which you have access. Therefore, where this document states that all states, CMCs, or inventory sites are listed, may not apply if you have access to other OSPCM applications besides Materials Management.

- Inventory Site Type a valid inventory site to search in the Inventory Site combo box or select one from its drop down box. The Inventory Site combo box defaults to "ALL" indicating that all inventory sites, warehouse sites, and RCOE sites for which you have access that can store the specified material type in the specified state or CMC are to be searched. The inventory sites you may search depend on the type of material you have selected to search for and the type of user you are⁴.
 - Materials Management manager or clerk -
 - Normal If searching for normal inventory, the drop down contains a
 list of all inventory sites and RCOE sites in the BellSouth region (the
 CMC for each inventory site listed is also displayed in the drop down).
 - Consignment If searching for consignment inventory, the drop down contains a list of all warehouse sites in the BellSouth region.
 - Emergency If searching for emergency inventory, the drop down contains a list of the inventory sites that can store emergency inventory and all warehouse sites.
 - **Joint Use** If searching for normal inventory, the drop down contains a list of all inventory sites in the BellSouth region.
 - Materials Management warehouse user -
 - Normal If searching for normal inventory, the drop down contains a list of all RCOE sites in the BellSouth region
 - Consignment If searching for consignment inventory, the drop down contains a list of all warehouse sites in the BellSouth region.
 - Emergency If searching for emergency inventory, the drop down contains a list of all warehouse sites in the BellSouth region.
- Max Records to Show This limits the number of inventory items returned by the search and defaults to the maximum number of records last requested (If you are using this dialog for the first time, the default is 100). You may either decrease or increase this number in increments of 25 or enter your own maximum limit based on your needs at the time. The maximum number of records that may be displayed is 9999.

⁴ Security Work-Around: If you a user of the Materials Management application only, you can view inventory in any inventory site. If you are a Materials Management user and a user of another OSPCM application, you can view inventory only in the inventory sites to which you have access. Therefore, where this document states that all states, CMCs, or inventory sites are listed, may not apply if you have access to other OSPCM applications besides Materials Management.

To define your search criteria by material, check the Filter By Material check box and select either the Material Description, MIC, or Category radio button as follows:

- Material Description If you want to search for inventory items having a specific material description, select the Material Description radio button and type a valid material description in the Material Description text box; otherwise leave it blank. You may type a partial material description using an asterisk (*) to search for inventory items having a material description starting and/or ending with the portion you provided (e.g. AFAW* searches for inventory items having a material description starting with "AFAW"; *100 searches for inventory items having a material description ending in "100"; A*100 searches for inventory items having a material description starting with "A" and ending in "100".). If a material description is provided, neither a MIC, category, or subcategory may be identified as search criteria.
- MIC If you want to search for inventory items within a specific material item code, select the MIC radio button and type a material item code in the MIC text box; otherwise leave it blank. If a material item code is provided, neither a material description, category, or subcategory may be identified as search criteria.
- Category If you want to search for inventory items within a specific material category, select the Category radio button and type a valid category in the Category combo box or select one from its drop down list; otherwise leave it blank. The drop down contains a list of all valid material categories. If a category is provided, neither a material description or MIC may be identified as search criteria.
- Subcategory If you want to search for inventory items within a specific material subcategory, select the Category radio button and type a valid subcategory in the Subcategory combo box or select one from its drop down list; otherwise leave it blank. The drop down contains a list of all valid material subcategories. If a subcategory is provided, neither a material description or MIC may be identified as search criteria. If the subcategory is provided and the category not provided, the system will populate the Category text box with the category of the subcategory specified.

To define your search criteria by status, provide the following information.

• Status - If you want to search for inventory items having a specific inventory status, check or uncheck the appropriate Status check box. By default, all statuses are searched for. To search for assigned inventory items, uncheck all statuses except for the Assigned status. To search for unassigned inventory items, uncheck all statuses except for the Unassigned status. To search for surplus inventory items, uncheck all statuses except the Surplus status. To search for inventory items in transit to another inventory site, uncheck all statuses except the In Transit status. To search for inventory items waiting to be returned, uncheck all statuses except the Awaiting Return status.

To define your search criteria by inventory type provide the following information.

• Inventory Type - If you want to search for inventory items of a specific inventory type, check or uncheck the Serialized or Non-Serialized check boxes as appropriate. By default, both serialized and non-serialized inventory is searched for.

To define your search criteria by cable details provide the following information.

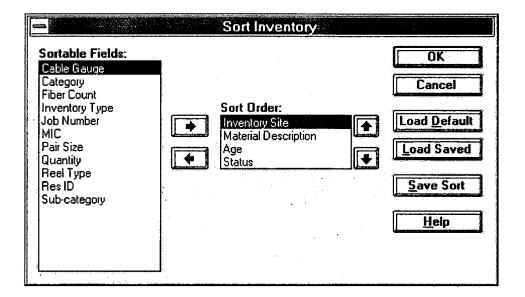
- Cable Gauge If you want to search for cable items having a specific cable gauge, select an operator from the Cable Gauge list box and select or type a valid cable gauge from the Cable Gauge combo box. You may choose from the following operators: equal to (=), greater than (>), less than (<), greater than or equal to (>=), or less than or equal to (<=). The second Cable Gauge drop down contains a list of the cable gauges that BellSouth currently uses. If an operator is provided without specifying a cable gauge, the attribute is ignored. If a cable gauge is provided without an operator, the operator defaults to equal to (=).
- Pair Size If you want to search for cable items having a specific pair size, select an operator from the Pair Size list box and select or type a valid pair size from the Pair Size combo box. You may choose from the following operators: equal to (=), greater than (>), less than (<), greater than or equal to (>=), or less than or equal to (<=). The second Pair Size drop down contains a list of the pair sizes that BellSouth currently uses. If an operator is provided without specifying a pair size, the attribute is ignored. If a pair size is provided without an operator, the operator defaults to equal to (=).

- Fiber Count If you want to search for cable items having a specific fiber count, select an operator from the Fiber Count list box and select or type a valid fiber count from the Fiber Count combo box. You may choose from the following operators: equal to (=), greater than (>), less than (<), greater than or equal to (>=), or less than or equal to (<=). The second Fiber Count drop down contains a list of the fiber counts that BellSouth currently uses. If an operator is provided without specifying a fiber count, the attribute is ignored. If a fiber count is provided without an operator, the operator defaults to equal to (=).
- Reel Type If you want to search for cable items stored on a specific reel type, type a valid reel type in the Reel Type combo box or select one from its drop down list. The drop down contains a list of the reel types that BellSouth currently uses.

You may further define your search criteria by providing the following information.

- Job Number If you want to search for inventory items assigned to specific job, type a job authority number in the Job Number text box; otherwise leave it blank.
- Res ID If you want to search for inventory items assigned to a specific resource id, type a resource id in the Res Id text box; otherwise leave it blank.
- Quantity If you want to search for inventory items having a specific inventory balance, select an operator from the Quantity drop down list and type a quantity in the Quantity text box; otherwise leave them both blank. For each inventory item that meets all other criteria, the sum of all statuses selected is compared to the Quantity identified to determine if the current inventory item will be displayed (e.g., If Quantity selected is >= 200 and selected status is Assigned and Unassigned, the system searches for all inventory items whose Assigned Quantity + Unassigned Quantity is >= 200). You may choose from the following operators: greater than or equal to (>=) or less than or equal to (<=). If an operator is provided without an operator, the operator defaults to greater than or equal to (>=).
- Age If you want to search for inventory items of a specific age (in days), select an operator from the Age drop down list and type an age in the Age text box; otherwise leave both blank. You may choose from the following operators: greater than or equal to (>=) or less than or equal to (<=). If an operator is provided without specifying an age, the attribute is ignored. If an age is provided without an operator, the operator defaults to greater than or equal to (>=).

To customize the sort order of the inventory scan, press the SORT BY button located on the INVENTORY SCAN SEARCH CRITERIA dialog. The SORT INVENTORY dialog shown below is displayed.



This dialog allows you to customize the sort order of the inventory scan. You may sort on a maximum of four (4) fields. Upon display of this dialog, the last saved sort order is displayed in the Sort Order list and a list of fields on which the inventory scan may be sorted, but not currently in the sort order, are listed in the Sortable Fields list You may use the sort last saved, define a new sort, or use the default sort.

The available sort fields are as follows:

- **Inventory Site** Inventory items will be sorted in alphanumeric order by responsible inventory site.
- Material Description Inventory items will be sorted in alphanumeric order by material description.
- MIC Inventory items will be sorted in alphanumeric order by material item code.
- Res ID Inventory items will be sorted in alphanumeric order by resource id.
- Age Inventory items will be sorted in descending numerical sequence by age (oldest inventory items are shown first).
- Status Assigned inventory items will be sorted first, unassigned inventory items second, surplus inventory items third, in transit inventory items fourth, and awaiting return inventory items fifth.
- Category Inventory items will be sorted in alphanumeric order by category.
- Subcategory Inventory items will be sorted in alphanumeric order by subcategory.
- Reel Type Inventory items will be sorted in alphanumeric order by reel type.
- **Fiber Count** Inventory items will be sorted in ascending numerical sequence by fiber count.

- Pair Size Inventory items will be sorted in ascending numerical sequence by pair size.
- **Inventory Type** Serialized inventory items will be sorted prior to non-serialized inventory items.
- Cable Gauge Inventory items will be sorted in ascending numerical sequence by cable gauge.
- Job Number Inventory items will be sorted in alphanumeric order by Job Number.
- Quantity Inventory items will be sorted in ascending numerical sequence by quantity.

To use the default sort, press the LOAD DEFAULT button. The default sort order is as follows: inventory site, material description, age, and status. To go back to the saved sort, press the LOAD SAVED button.

To identify a new sort, select a field from the Sortable Fields list and press the right arrow button or double-click on the field. The selected field is moved to the Sort Order list. If there are already four fields listed in the Sort Order list, you must first move those fields you don't wish to sort on back to the list of available sort fields. To remove a field from the sort list, select a field from the Sort Order list and press the left arrow button or double-click on the field. The selected field is moved back to the Sortable Fields list. Continue moving fields back and forth until the Sort Order list contains all the fields on which you wish to sort.

The up and down arrows next to the Sort Order list are used to identify the sort order of the selected sort fields. Select a field listed in the Sort Order frame and press the up arrow to move the field up one position in the list. Press the down arrow to move the selected field down one position in the list. Continue moving fields up and down until your sort order has been obtained.

To save the sort order for future inventory scans, press the SAVE SORT button. There is no need to save the default sort as this is always available to you by pressing the LOAD DEFAULT SORT button. If you do save the default sort, you will overwrite the sort order previously saved.

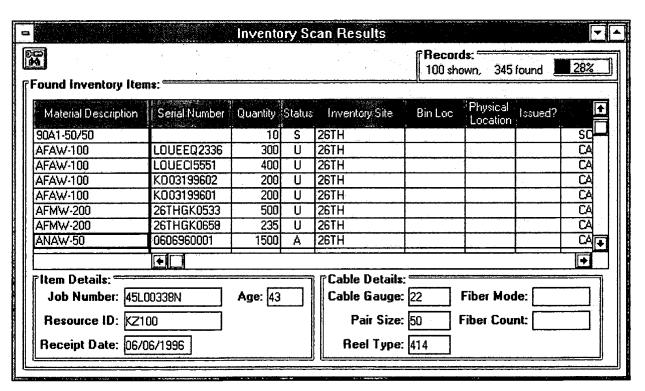
To get additional help while on the SORT INVENTORY dialog, press the HELP button. To close this dialog and not modify the sort order, press the CANCEL button. To close this dialog and modify the sort order, press the OK button.

To get additional help while on the INVENTORY SCAN SEARCH CRITERIA dialog, press the HELP button. To close this dialog without running an inventory scan, press the CANCEL button. To close this dialog and run the inventory scan, press the OK button.

The system displays an appropriate error message under the following conditions. Respond to the error message by pressing OK.

- If an invalid state is provided.
- If an invalid CMC is provided.
- If the CMC provided is not available to be searched due to your user type and the material type you have selected to search for.
- If an invalid inventory site is provided.
- If the inventory site provided is not available to be searched due to your user type and the material type you have selected to search for.
- If an invalid category is provided
- If an invalid subcategory is provided.
- If an invalid cable gauge is provided.
- If an invalid pair size is provided.
- If an invalid fiber count is provided.
- If an invalid reel type is provided.

If there are inventory items that meet your criteria, The INVENTORY SCAN RESULTS window shown below is displayed; otherwise the system displays an appropriate message to indicate that no inventory items were found. Respond to the message by pressing OK.



This dialog displays the results of the inventory scan in the sort order specified. If the inventory item reported on the scan has inventory in more than one status, there is a separate row in the grid for each status. Also, if non-serialized inventory is reported on the scan, there is a separate row in the grid for each group of non-serialized items receipted on different dates or located at different physical locations.

The Records frame displays the number of inventory items shown and the total number of inventory items found.

The Found Inventory Items grid displays the following information about each of the inventory items found:

- Material Description The material description of the inventory item.
- Serial Number The serial number of the inventory item (if serialized).
- Quantity The current inventory balance of the inventory item in the status indicated.
- Status The current inventory status of the inventory item. Possible values are: "A" (assigned), "U" (unassigned), "S" (surplus), "IT" (in transit), and "AW" (awaiting return).
- Inventory Site The inventory site responsible for the inventory item.
- Bin Loc The current bin location of the inventory item.
- **Physical Location** A glyph here indicates that the inventory item is physically located at an alternate storage location. No glyph means that the inventory item is at the inventory site responsible for the material.
- Issued? An asterisk (*) here indicates that the inventory item has been issued.
- MIC The material item code of the inventory item.
- Custom Features (abbreviated CF) A glyph here indicates that the inventory item has custom features.
- Category The material category of the inventory item.
- Subcategory The material subcategory of the inventory item.

The Items Details frame displays the following information about the inventory item that has the marquee:

- Job Number The job authority number to which the inventory item is assigned (if status = "A").
- Resource ID The resource id to which the inventory item is assigned (if status = "A").
- Receipt Date The date that the inventory item was receipted into inventory.
- Age The age in days of the inventory item. If the age is greater than 9999 days, asterisks (*) are displayed.

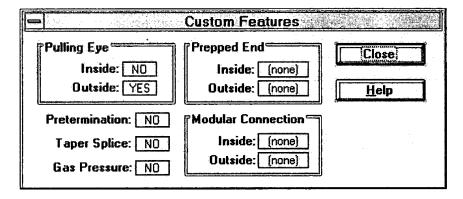
The Cable Details frame displays the following information about the inventory item that has the marquee if that inventory item is cable:

- Cable Gauge The gauge of the cable item.
- Pair Size The pair size of the inventory item (if the inventory item has a pair size).
- Reel Type The type of reel that the cable item is stored on.
- Fiber Mode The fiber mode of the cable item (if fiber cable).
- Fiber Count The fiber count of the cable item (if fiber cable).

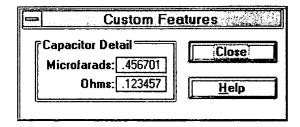
VIEW CUSTOM FEATURES

This symbol appears in the Custom Features column (abbreviated CF) if the inventory item found has custom features. To view the custom features, double-click on the symbol or use the arrow keys to move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed. The custom features displayed will vary with the type of inventory item.

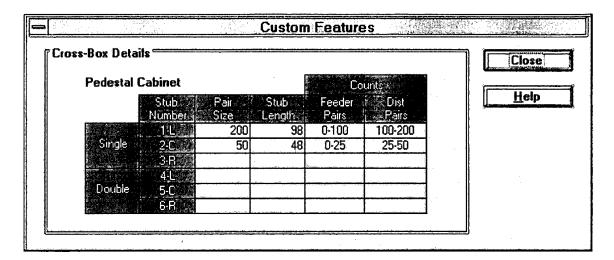
If the inventory item selected is cable, the dialog displays the custom features associated with cable as shown below. Information includes whether or not the inventory item has pulling eyes, prepped ends, preterminations, a taper splice, gas pressure, or modular connections.



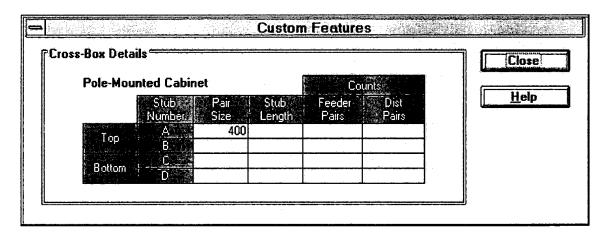
If the inventory item selected is a capacitor, the dialog displays the custom features associated with capacitors as shown below. Information includes the microfarads and/or ohms of the capacitor.



If the inventory item selected is a non-standard pedestal cross-box, the dialog displays its configuration as shown below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.



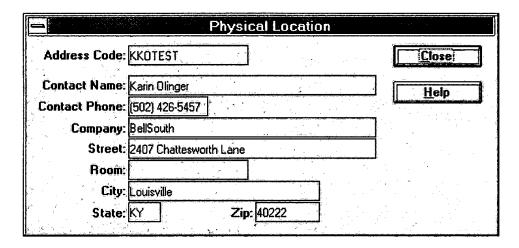
If the inventory item selected is a non-standard pole-mounted cross-box, the dialog displays its configuration as shown below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.



To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW ALTERNATE LOCATION

This symbol appears in the Physical Location column if the inventory item is not physically at the inventory site, but rather at an alternate location. To view the address of where the inventory item is located, double-click on this symbol or use the arrow keys to move the marquee to it and press ENTER. The PHYSICAL LOCATION dialog shown below is displayed.

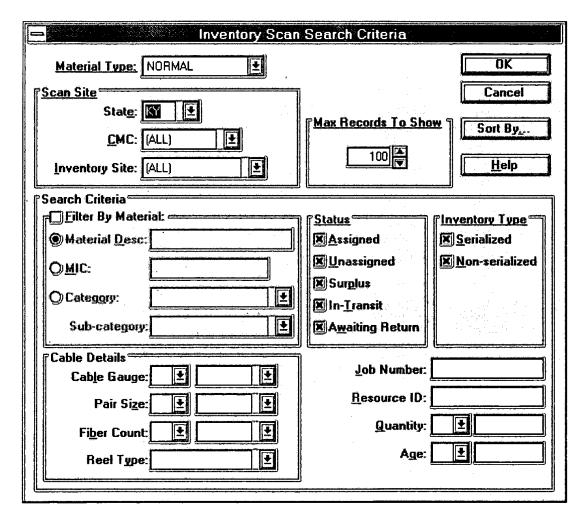


This dialog displays the location of an inventory item that is not physically located at the inventory site responsible for the material. Information includes the name under which this alternate address was saved, the contact name and phone number, company name, street address, room number, city, state, and zip.

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

REFINE THE SEARCH CRITERIA FOR THE INVENTORY SCAN

To refine the search criteria used to run the inventory scan or to view the search criteria used to run the inventory scan, press the Refine Search Criteria toolbar button located on the INVENTORY SCAN RESULTS window or select "Refine Search Criteria" from the Actions menu. The INVENTORY SCAN SEARCH CRITERIA dialog shown below is displayed.

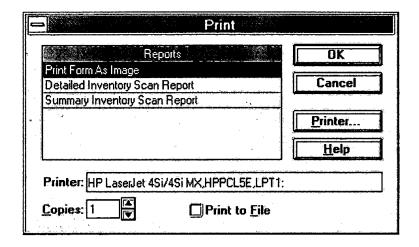


This dialog is used to define your search criteria as described earlier in this document. It is populated with the search criteria used during the previous scan. You may change the material type, the scan site, the maximum records to show or any of the search criteria previously defined.

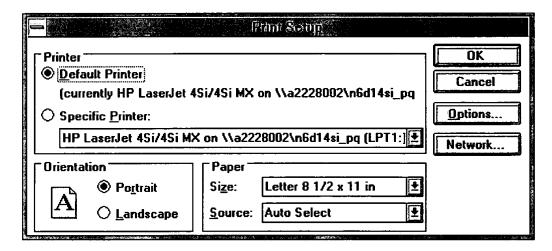
To change the sort order press the SORT BY button as described earlier. To run the inventory scan again, press the OK button as described earlier. If you were just viewing the search criteria used to run the scan or don't want to change the criteria, press the CANCEL button.

PRINT AN INVENTORY SCAN

To print a report, press the Printer toolbar button located on the main MATERIALS MANAGEMENT window or select "Print..." from the File menu. The PRINT dialog shown below is displayed.



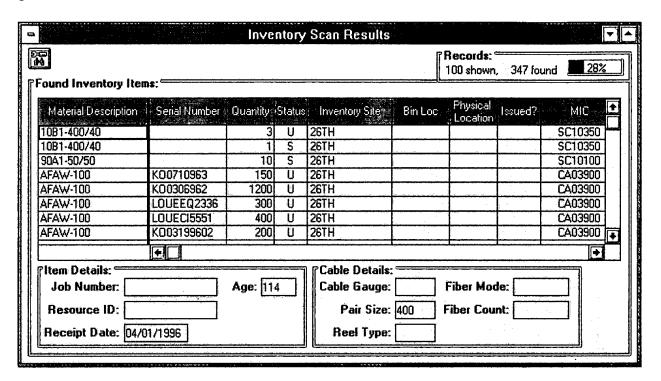
This dialog allows you to print a report. The Reports grid contains a list of the available reports. The Copies text box sets the number of copies to print and defaults to 1. You may decrease or increase this number based on your needs at the time. The Print to File check box allows you to save the report in a file instead of printing it on paper. The Printer text box displays your default printer. To change the printer, press the PRINTER button. The PRINT SETUP dialog shown below is displayed.



This is the Microsoft Windows Print Setup dialog that allows you to change your default printer.

To get help while on the PRINT dialog, press the HELP button. To close the dialog without printing, press the CANCEL button.

To print a copy of the current window as an image (aka screen print), select Print Form as Image from the Reports grid and press the OK button. An image similar to the one shown below is generated.



To print an inventory scan summary report, select Summary Inventory Scan Report from the Reports grid and press the OK button. An Inventory Scan report similar to the one shown below is generated. Data for the report is collected from the current contents of the Found Inventory Items grid on the INVENTORY SCAN RESULTS window.

MP-10310-S

INVENTORY SCAN SUMMARY

Page 1

By: Karin Olinger (yjlgrqd)

Date: 07/24/1996 Job: MA03ISCN

Site:

| MIC | Material Description | Serial Number | Reel Type | Quantity | Bin Loc | Inventory Site | Phys Loc | Job Number | Res ID | Status |
|-------|-------------------------|------------------|--------------|----------|---------|-------------------|-------------|---------------|--------|--------|
| SC103 | 50 10B1-400/40 | | | 3 | | 26TH | | | | U |
| SC103 | 50 10B1-400/40 | | | 1 | | 26TH | | | | S |
| SC101 | 00 90A1-50/50 | | | 10 | | 26TH | | | | S |
| CA039 | 000 AFAW-100 | KO0710963 | 415 | 150 | | 26TH | INV | | | U |

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BellSouth OSPCM

To print an inventory scan detail report, select Detailed Inventory Scan Report from the Reports grid and press the OK button. An Inventory Scan report similar to the one shown below is generated. Data for the report is collected from the current contents of the Found Inventory Items grid, the Item Details frame, and the Cable Details frame on the INVENTORY SCAN RESULTS window.

MP-10310-D

INVENTORY SCAN DETAILS

Page 1

By: Karin Olinger (yjlgrqd)

Date: 07/24/1996 Job: MA03ISCN

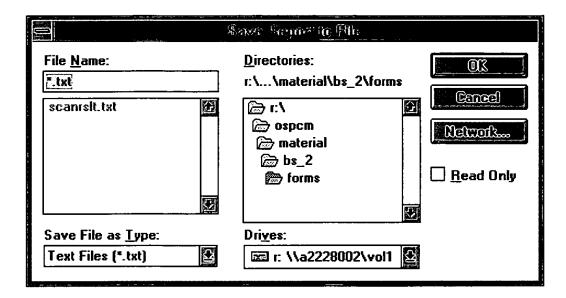
Site:

| | Material Description Cable Gauge | Serial Number Fiber Count | Reel Type (Fiber Mode | | Bin Loc | Inventory Site Phys Loc | Job Number Res ID Custom Features | Status |
|---------|-------------------------------------|------------------------------|---------------------------|----------|---------|----------------------------|--------------------------------------|----------------|
| | 10B1-400/40 | | | 3 | | 26TH | | U |
| 400 | 0 | 0 | | 114 | | | | |
| SC10350 | 10B1-400/40 | | | <u>1</u> | | 26TH | | s |
| 400 | 0 | 0 | | 114 | | | | |
| SC10100 | 90A1-50/50 | | | 10 | | 26TH | | s |
| 50 | 0 | 0 | | 69 | | | | |
| CA03900 | AFAW-100 | KO0710963 | 415 | 150 | | 26TH | | - - |
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BellSouth OSPCM

If the Print to File check box is checked when you press OK, the SAVE REPORT to FILE dialog shown below is displayed.



This dialog allows you to identify where you would like to save the report. Select a drive and directory, then specify a file name for the report. Press OK to save the report in the specified file.

ATLLIB01 655918.1

SATISFY MATERIAL REQUIREMENT WITH EMERGENCY MATERIAL

On occasion, a job may need to have a material requirement satisfied prior to its scheduled order date. One way of satisfying the requirement is to obtain emergency material from one of thirteen emergency warehouse sites or from an inventory site that stores emergency material.

Select this button from the toolbar located on the main MATERIALS MANAGEMENT window or select "Show a Job's Requirement's" from the Requirements menu and then select "Needed" to view the requirements for a specific job that are in a needed status.

See Business Solution I Overview Document (BS10VER.DOC) for a detailed description.

After identifying the job, the NEEDED REQUIREMENTS FOR JOB xxxx window shown below is displayed, where xxxx is the selected job number.

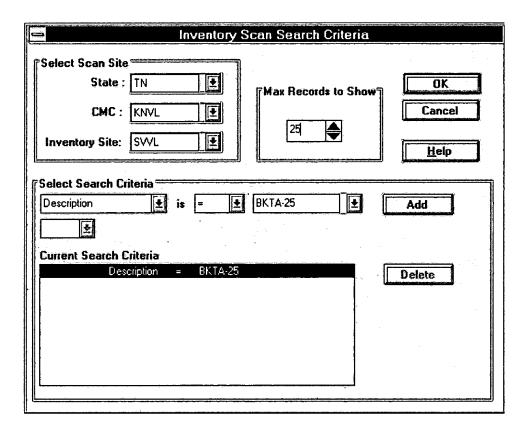
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|-----|------------------------------|-------|---|--------------|----------|-----------------------------|------------|------------------------|-------|-------------|--------|-----------------|----------------|----------------|--------------|--------|---------|---------|
| R | ctive f esource entory | ikers | | | otals [| Displayed 0,27 145,96 | | Selected 0.0 0.0 | | • | | • | | | | | | |
| Ī | Print | Step | | Material Des | criplion | Quantity | C | RESID | | Agg Code | Ų P | On Job Dalet | Inventory Site | Work Action | W E | N O | Α. C | MCF/FKF |
| _ | 1 | 1 | B | 189ECS1-10 | D | 1 | 4 0 | RG1 | Ð. | J | × | 06/18/1995 | | Р | Η | | | |
| | 1 | 2 | D | 189ECS1-10 | D | 1 | | AG1 | D | J | * | 06/16/1995 | | P | \mathbf{x} | | | |
| I | 1 | 2 | | AT-2BH2MT | 012 | 445 | 00 | RG1 | | J | * | 08/21/1995 | SWL | Р | 4 | | | 5.340 |
| - [| 10 | 1 | | BKTA-25 | | 250 | D/ | RG1 | | J | | 07/19/1995 | SWL | P | 4 | | | 0.006 |
| ſ | 6 | 1 | | ANMW-200 | | 306 | D. | RG1 | | J | × | 06/18/1995 | SVVL | Р | B | | | 0.061 |
| | 6 | 1 | | ANMW-100 | | 201 | 19/ | RG1 | | j | × | 07/19/1995 | MRTW | Р | 8 | | | 0.020 |
| ı | 6 | 5 | | SCX-1500A2 | 5-1 | 1 | ED! | RG1 | | N | * | 08/21/1995 | SWL | P | 00 | | | |
| Ī | .7 | 3 | | 8KMA-200 | | 803 | B / | RG1 | | J | × | 07/19/1995 | MITW | P | A | | | 0.161 |
| ı | 7 | 3 | | 105A2B/10 | | 1 | | RG1 | | J | * | 07/19/1995 | SWL . | P | Α | | | |
| - | 7 | 3 | T | 1001-100/50 |) | 1 | | RG1: | T | J | * | 08/21/1995 | SWL | P | Α | | | |
| | 7 | 3 | | AT-2BH2MT | 012 | 2000 | B) | | T | J | * | 07/19/1995 | SWL | P | A | | | 24,000 |
| ı | 7 | 3 | | AT-2BH2MT | 012 | 260 | | | | S | * | 07/19/1995 | SWL | P | Α | | | 3,120 |
| | | ·, | | | | | | | | | | | | | | | | |

This window displays the selected job's needed requirements (i.e., those requirements that have not been completely satisfied). The following information is displayed for each requirement.

- **Print** The job print for which the requirement is needed.
- Step The job step for which the requirement is needed.
- Inv A glyph here indicates that the inventory site where the requirement is needed has inventory that could be used to satisfy the material requirement.
- Material Description The description of the material needed.
- Quantity The remaining quantity needed to satisfy the requirement.

- Custom Features (abbreviated CF) A glyph here indicates that custom features (e.g. inside pulling eye) are needed on the required material. Double-click this glyph to view the custom features.
- **RESID** The resource id responsible for the work.
- Roadblocks (abbreviated RB) A glyph here indicates that roadblocks (critical or non-critical) exist that may delay the work. Double-click this glyph to view the roadblocks.
- Aggregation Code A code indicating at what level the requirement may be aggregated. A "J" indicates that the requirement may be aggregated across the job. A "S" indicates that the requirement may be aggregated within the step. A "N" indicates that the requirement may not be aggregated.
- Jeopardy (abbreviated JP) An asterisk (*) here indicates that if the requirement is satisfied with a new order, the material may not be delivered by the on job date because the shipping interval is too long.
- On Job Date The date the material is needed on the job.
- **Inventory Site** The name of the inventory site responsible for procuring the material.
- Work Action The type of work for which the material is needed.
- Work Environment (abbreviated WE) The work environment for which the material is needed.
- Not Orderable (abbreviated NO) An asterisk (*) here indicates that the material needed is not orderable because the material description has been end-dated.
- Assembly Code (abbreviated AC) A code indicating that the material needed is part of an assembled item.
- MCF/FKF The million conductor feet of copper cable needed or the fiber kilo feet of fiber cable needed.

To satisfy the requirement with emergency material, select a requirement from the grid and press the Inventory Scan toolbar button located on the NEEDED REQUIREMENTS window or select "Satisfy Requirements with Existing Inventory" from the Requirements menu. The system displays an error message if you select more than one requirement. Respond to the error message by pressing YES if you want the system to deselect all but the first requirement selected and continue or press NO if you don't want to continue. If a single requirement is selected or you pressed YES in response to the error message, the INVENTORY SCAN SEARCH CRITERIA dialog shown on the following page is displayed.



This dialog allows you to define the search criteria of an inventory scan to search for inventory that could be used to satisfy a material requirement.

Provide the following information to identify the type of material to search for, the location to search, and the maximum number of inventory items to display.

- Material Type The type of material to search for. Select "Emergency" to search for emergency material.
- State Type a valid state to search in the State combo box or select one from its down list. The drop down contains a list of the states that are currently responsible for emergency inventory¹. If a state is not provided, you must indicate the Construction Management Center (CMC) or inventory site to search. If the state is not valid (i.e., not in the list), the system displays an appropriate error message. Respond to the message by pressing OK.
- CMC Type a valid CMC to search in the CMC combo box or select one from its drop down list. The drop down contains a list of the CMCs that are currently responsible for emergency inventory or a list of all CMCs that are responsible for emergency inventory in the specified state. If a CMC is not provided, you must indicate the state or inventory site to search. If state is provided, the CMC combo box defaults to "ALL" indicating that all CMCs having responsibility for emergency material in the specified state are to be searched. If the CMC is not valid (i.e., not in the list), the system displays an appropriate error message. Respond to the message by pressing OK.
- Inventory Site Type a valid inventory site to search in the Inventory Site combo box or select one from its drop down box. The drop down contains a list of the inventory sites and warehouse sites that are currently responsible for emergency inventory or a list of all inventory sites and warehouse sites that are responsible for emergency inventory in the specified state. If an inventory site is not provided, you must indicate the state or CMC to search. If the state or CMC is provided, the Inventory Site combo box defaults to "ALL" indicating that all inventory sites and warehouse sites having responsibility for emergency material in the specified state or CMC are to be searched.
- Max Records to Show This limits the number of inventory items returned by the search and defaults to the maximum number of records last requested (If you are using this dialog for the first time, the default is 25). You may either decrease or increase this number in increments of 5 based on your needs at the time. The maximum number of records that may be displayed is 999.

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¹ Emergency inventory can be stored at either a warehouse site or at a normal inventory site.

At least one criteria must be specified before an inventory scan may be initiated. Three list boxes and one combo box are available to help you build the search criteria:

- an Attribute list box,
- an Operator list box,
- a Value combo box, and
- a Conjunction list box

Each list box or combo box has a dropdown list containing items from which to choose and the selected item affects the choices available in subsequent dropdown lists. A description of each list box or combo box, its values, and its default value follows.

The first list box allows you to choose the attribute on which you would like to search. Available items in the dropdown list are:

- Material Description
- Category
- Subcategory
- Cable Gauge
- Pair Size
- Fiber Count

Choose "Material Description" if you want to search for inventory items having the same material description as the requirement that you are trying to satisfy. When you choose the Description attribute, the only item in the dropdown list of the Operator list box is "=" and the only item in the dropdown list of the Value combo box is the material description of the selected requirement. If the Description attribute is chosen as part of the search criteria, no other criteria is allowed. The description attribute is the default value of the Attribute list box.

Choose "Category" if you want to search for inventory items of the same material category as the requirement that you are trying to satisfy. When you choose the Category attribute, the only item in the dropdown list of the Operator list box is "=" and the only item in the dropdown list of the Value combo box is the material category of the selected requirement.

Choose "Subcategory" if you want to search for inventory items of the same or of a different subcategory than the subcategory of the requirement that you are trying to satisfy. However, the subcategory must be in the same category as the selected requirement. When you choose the Subcategory attribute, the only item in the dropdown list of the Operator list box is "=" and the dropdown list of the Value combo box lists the valid subcategories in the same category as the selected requirement.

Choose "Cable Gauge" if you want to search for inventory items having a cable gauge greater than or equal to the cable gauge of the requirement that you are trying to satisfy. This choice is only available if the selected requirement is for copper cable or a stub. When you choose the Cable Gauge attribute, the items in the dropdown list of the Operator list box are "=" and ">=" and the items in the dropdown list of the Value combo box are 19, 22, 24, and 26.

Choose "Pair Size" if you want to search for inventory items having a pair size greater than or equal to the pair size of the requirement that you are trying to satisfy. This choice is only available if the requirement is for copper cable, a stub, or a terminal. When you choose the Pair Size attribute, the items in the dropdown list of the Operator list box are "=" and ">=" and the items in the dropdown list of the Value combo box are the pair sizes that BellSouth currently uses.

Choose "Fiber Count" if you want to search for inventory items having a fiber count greater than or equal to the fiber count of the requirement that you are trying to satisfy. This choice is only available if the requirement is for fiber cable. When you choose the Fiber Count attribute, the items in the dropdown list of the Operator list box are "=" and ">=" and the items in the dropdown list of the Value combo box are the fiber counts that BellSouth currently uses.

To build your search criteria, choose values from the dropdown lists and press the ADD button. As the criteria are built, they are displayed in the Current Search Criteria list box. To add additional criteria, select "AND" or "OR" from the Conjunction list box, specify your next criteria and press the ADD button. To group criteria, select "AND" or "OR" from the Conjunction list box and press the ADD button. The conjunction appears on a line by itself. The criteria above the conjunction are grouped together and the criteria below the conjunction are grouped together. For example, the criteria (Subcategory = 'SS-AIR-CORE' AND Pair Size = 150) OR (SubCategory = 'DUCT PIC' AND Pair Size = 300) should be represented as:

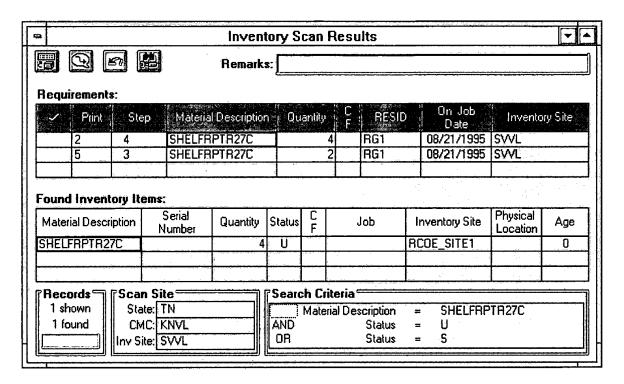
Subcategory = SS-AIR-CORE AND Pair Size = 150 OR Subcategory = DUCT PIC AND Pair Size = 300

To change the search criteria, select a line from the Current Search Criteria list box. The selected criteria is populated in the corresponding list boxes and the ADD button is changed to an UPDATE button. Make the necessary changes in the list boxes and press the UPDATE button. You can discard any changes by simply selecting another line in the Current Search Criteria text box before pressing the UPDATE button. After making the update, the cursor moves to the next empty row in the Current Search Criteria list box and the UPDATE button reverts back to an ADD button. Continue adding criteria or select another one to update. You may delete criteria by selecting a line from the Current Search Criteria list box and pressing the DELETE button.

To get help while on this dialog, press the HELP button. To close this dialog without initiating an inventory scan, press the CANCEL button. To close this dialog an initiate an inventory scan, press the OK button.

The Inventory Scan searches for emergency inventory items that meet the specified criteria and if the requirement is for cable, has an inventory balance greater than or equal to the quantity needed or if the requirement is for non-cable, has an inventory balance greater than zero.

When the scan completes, the INVENTORY SCAN RESULTS window shown below is displayed.



This window displays the results of the inventory scan from which you may make assignments or transfer requests to satisfy a material requirement. The Requirements grid displays the material requirement selected from the MATERIAL REQUIREMENTS window followed by other requirements from that window which have the same material description and are needed in the same inventory site as the selected requirement.

The Found Inventory Items grid displays the following information about each of the emergency inventory items found.

- Material Description The material description of the inventory item.
- Serial Number The serial number of the inventory item (if serialized).
- Quantity The current inventory balance of the inventory item in the status indicated.
- Status The current inventory status of the inventory item. For an emergency inventory item, this is always "unassigned".
- Custom Features (abbreviated CF) A glyph here indicates that the inventory item has custom features. Double-click the glyph or use the arrow keys to move the marquee to it and press ENTER to view the custom features.
- **Job** The job authority to which the inventory item is assigned. Since emergency material is unassigned inventory, this column is always blank.
- **Inventory Site** The name of the inventory site or warehouse site responsible for the inventory item.
- **Physical Location** A glyph here indicates that the inventory item is physically located at an alternate address. Double-click the glyph or use the arrow keys to move the marquee to it and press ENTER to view the address.
- Age The age of the inventory item in days. If the age of the inventory item is greater than 9999 days, asterisks (*) will appear in this field.

Emergency inventory items found in the inventory site where the requirement is needed appear first in the list sorted first by material description and then by age (oldest first). These are followed by the inventory items found in another inventory site or warehouse site sorted first by material description and then by age (oldest first).

The Records frame displays the number of inventory items shown and the total number of inventory items found, the Scan Site frame displays the location that was searched, and the Search Criteria frame displays the search criteria that was used during the inventory scan.

ASSIGN AN INVENTORY ITEM

Inventory found in an inventory site where the requirement is needed may be assigned immediately to the requirement. Select an inventory item that you wish to assign and select the requirement to which you would like to make the assignment. You may make one assignment at a time. Type any remarks in the Remarks text box that you wish to have recorded with the Assignment transaction.

To satisfy the selected requirement with an assignment, press the Assignment toolbar button located on the INVENTORY SCAN RESULTS window or select "Assign Item to Requirement" from the Actions menu. The system displays an error message if you try to assign an inventory item located in a different inventory site from where the requirement is needed, if you try to assign inventory item to a requirement whose needed quantity is zero, or if you try to assign an inventory item whose balance is zero.

The inventory item selected is assigned to the requirement selected to be satisfied. Only the quantity needed is assigned; any remaining quantity stays in its original status. If assigning an inventory item that has an outstanding transfer request, the system automatically rejects the associated transfer request and puts the requirement for which the request was made back in a "needed" status. If the material is Central Office Equipment, form 8010 is printed (see Attachment 1) to move the material from the 1220.1412 (Material Held For Future Use) account to the Field Reporting Code (FRC) and Geographic Location Code (GLC) of the requirement to which it is assigned.

As assignments are made on the Inventory Scan Results window, the needed quantity in the Requirements grid is decreased by the quantity assigned. When a requirement is completely satisfied (needed quantity drops to zero), a check mark appears beside the requirement. Likewise, as inventory items are used to satisfy requirements, the inventory balance in the Found Inventory Items grid decreases by the quantity assigned. Once an inventory item is completely depleted (balance drops to zero), the inventory item can no longer be assigned. NOTE: The inventory balance does not actually decrease, it just changes status. The decrease is shown to visually indicate that the inventory item has been set aside for a particular job.

² This is an inventory item that has been requested by another inventory site.

REQUEST A TRANSFER OF AN INVENTORY ITEM

Inventory found in an inventory site other than where the requirement is needed or found at a warehouse site must first be transferred to the inventory site where it is needed. Select the inventory item that you wish to have transferred and select the requirement to which you would like the inventory assigned once the material has been transferred and received. Type in any remarks in the Remarks text box that you wish to have recorded with the transfer request.



To satisfy the selected requirement with a transfer request, press the Transfer Request toolbar button located on the INVENTORY SCAN RESULTS window or select

"Request Transfer" from the Actions menu. The system displays an error message if you request a transfer of an inventory item located in the same inventory site where the requirement is needed, if you request a transfer of an inventory item for a requirement whose needed quantity is zero, if you request a transfer of an inventory item whose balance is zero, or if you request a transfer of an inventory item that is already requested for the selected requirement.

A transfer request for the material is created and the requirement that will be satisfied via the transfer is put into a "transfer requested" status. No further action is required of the requestor until it is time to receipt the material. The transfer is approved or rejected by the inventory site or warehouse site to which the request is made. See the overview document for Business Solution II (BS2OVER.DOC) for details on how to approve or reject a transfer request and how to receipt transferred material.

As transfer requests are made, the needed quantity in the Requirements grid is decreased by the quantity requested to be transferred. When a requirement is completely satisfied (needed quantity drops to zero), a check mark appears beside the requirement. Likewise, as inventory items are used to satisfy requirements, the inventory balance in the Found Inventory Items grid decreases by the quantity requested to be transferred. Once an inventory item is completely depleted (balance drops to zero), the inventory item can no longer be requested to be transferred. NOTE: The inventory balance does not actually decrease, it just changes status. The decrease is shown to visually indicate that the inventory item has been set aside for a particular job.

To close the INVENTORY SCAN RESULTS window, double-click the control box located in the upper left-hand corner of the window.

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SPLIT A REEL OF CABLE

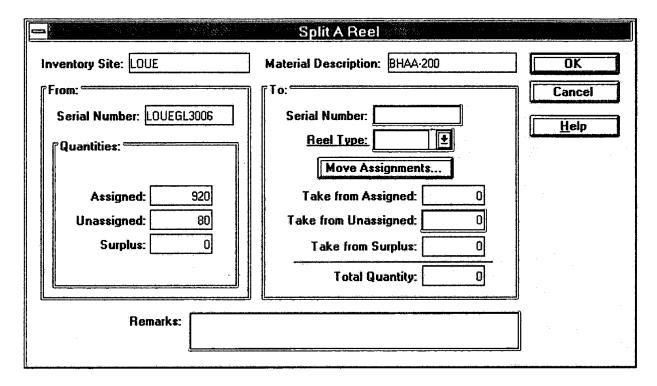
Splitting a reel means that you are taking cable off one reel and putting it on a new reel or hand coil.

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window is shown below.

| | 砂 | | | عا الاجسار | ILOC | | Total O | n Hand | Quantity: | 5730 |
|----------------------|-----------------|----------------|----------------------|-------------|----------|-----------------|------------|----------|------------|-----------------|
| | | vi. 01 | | | | | Quantities | | | |
| Material Description | " <u>C</u> F | Serial Number. | Physical Location | On Hand | Assigned | Un- assigned | Surplus | At Site | In Transit | Awaiting Return |
| BHAA-200 | | LOUEGJ3704 | | 250 | 0 | 0 | 250 | O | 0 | 0 |
| BHAA-200 | | K007119603 | | 350 | 0 | 0 | 0 | 0 | 0 | 350 |
| BHAA-200 | | LOUEGJ5006 | | 400 | 0 | 400 | 0 | 0 | 0 | 0 |
| BHAA-200 | | K007119604 | | 500 | 0 | . 0 | 0 | C | 0 | 500 |
| BHAA-200 | | K007119605 | | 200 | 0 | 200 | 0 | 0 | 0 | 0 |
| BHAA-200 | | K007119606 | | 200 | 0 | 0 | 200 | Q | 0 | 0 |
| BHAA-200 | | LOUEGK0134 | | 250 | 0 | 250 | 0 | 0 | 0 | 0 |
| BHAA-200 | | LOUEGL1224 | - | 120 | 0 | 120 | 0 | 0 | 0 | 0 |
| BHAA-200 | | LOUEGL1240 | | 540 | 0 | 540 | 0 | . 0 | 0 | 0 |
| BHAA-200 | | 0711960002 | | 920 | 0 | 920 | 0 | Q | 0 | 0 |
| BHAA-200 | | LOUEGL3006 | | 1000 | 920 | 80 | 0 | 0 | 0 | Or |
| BHAA-200 | | LOUEGL2055 | | 100 | 0 | 100 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | |
| Item Details | | | | | | 4 | | | | |
| Age | - 7 | T Pa | el Type: | | 1 | Ма | erial Typ | e-Normal | | |

To split a reel, select an inventory item and press the Split Reel toolbar button located on the INVENTORY ITEMS window or select "Split a Reel" from the Actions menu. The SPLIT A REEL dialog shown on the following page is displayed. This function is available if the following conditions are met:

- You have security access to update inventory in this inventory site.
- You are a Materials Management Manager or a Materials Management Clerical user.
- The selected inventory item is cable.
- The selected inventory has not been issued (at site balance = 0).
- The selected inventory item does not have an awaiting return or in transit balance.
- The selected inventory item does not have custom features.



This dialog allows you to split a reel of cable. The following information is displayed about the selected reel:

- Inventory Site The name of the inventory site responsible for the reel.
- Material Description The description of the material on the reel.

The From frame displays the following information about the reel from which the cable is to be split.

- Serial Number The serial number of the reel.
- Assigned The current assigned balance on the reel.
- Unassigned The current unassigned balance on the reel.
- Surplus The current surplus balance on the reel.

To split the selected reel, provide the following information:

- Serial Number The serial number to split the material to. Type the serial number of the new reel in the Serial Number text box located in the To frame or leave this field blank and enter "HC" (hand coil) in the Reel Type combo box to have the system generate a serial number. The format of a system generated serial number is the first four non-blank characters of the inventory site to which you are adding the inventory item plus a 1 character month (represented as A L, where "A" represents January and "L" represents December) plus a 1 character hour (represented as A X, where "A" represents hour 0 (midnight) and "X" represents hour 23) plus a 2 character minute plus a 2 character second. For example, ROMMAN2032 would mean that the serial number was created in an inventory site called ROMM in January at 1:20:32 PM. If the generated serial number already exists, the system increases the value by 1 until it generates a unique serial number.
- Reel Type The reel type of the serial number to split the material to. Type a valid reel type in the Reel Type text box located in the To frame or select one from its drop-down list. If the serial number is not provided and the reel type is "HC", the system will generate a serial number. If the reel is not valid (i.e. not in the list), the system displays an appropriate error message when you leave this field. Respond to the message by pressing OK.
- Take from Assigned The quantity to split from the assigned inventory balance. You cannot type directly in this text box because you must first indicate which assignments you want to move to the new reel. To split from the assigned balance, press the Move Assignments button. The MOVE ASSIGNMENTS dialog shown below is displayed. If the selected inventory item does not have an assigned balance the Move Assignments button is not displayed.

| Material De | scription: | BHAA-2 | 00 | | | | | OK |
|-------------|------------|--------|----------------------|--------|----------------|-------------|------------|--------------|
| Job | Print | Step | Quantity Assigned | W E | Work Action | On Job Date | Issue Date | Cancel |
| /M147 | 1 | 1 | 920 | Α | PLAC | 07/15/1996 | | <u>H</u> elp |
| | | | | | | | | Ueih |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

This dialog allows you to move the selected assignments from the current reel to a new reel. The description of the material is displayed in the Material Description text box above the grid and the following information is displayed about each requirement to which the reel is assigned.

- Job The job to which the reel is assigned.
- **Print** The job print to which the reel is assigned.
- Step The job step to which the reel is assigned.
- Quantity Assigned The quantity on the reel that is assigned to this requirement.
- Work Environment (abbreviated WE) The work environment for which the material is needed.
- Work Action The type of work for which the material is needed.
- On Job Date The date the material is needed on the job.
- Issue Date The date the reel was issued. Since you cannot split an issued reel of cable, this column is always blank.

To get additional help while on the MOVE ASSIGNMENTS dialog, press the HELP button. To close this dialog without moving assignments, press the CANCEL button. To close this dialog and indicate the assignments to move, select the requirements that you want to assign to the new reel and press the OK button¹. If no requirements are selected, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the system populates the quantity to split in the Take from Assigned text box on the SPLIT A REEL window and the quantity in the Total Quantity text box increases by the same amount.

- Take from Unassigned The quantity to split from the unassigned inventory balance. Type the quantity that you want to split from the unassigned balance in the Take from Unassigned text box. There is no default. The quantity entered cannot be greater than the current unassigned balance, but must be greater than zero. The quantity in the Total Quantity text box increases by the quantity entered. If the selected inventory item does not have an unassigned balance, you cannot split from the unassigned balance (i.e., the Take from Unassigned text box is disabled).
- Take from Surplus The quantity to split from the surplus inventory balance. Type the quantity that you want to split from the surplus balance in the Take from Surplus text box. There is no default. The quantity entered cannot be greater than the current surplus balance, but must be greater than zero. The quantity in the Total Quantity text box increases by the quantity entered. If the selected inventory item does not have a surplus balance, you cannot split from the surplus balance (i.e., the Take from Surplus text box is disabled).
- Remarks Type in any remarks in the Remarks text box that you wish to have recorded with the Split a Reel Transaction.

¹ The assignments will not actually be released until the OK button is pressed on the SPLIT A REEL window.

To get additional help while on this dialog, press the HELP button. To close this dialog without splitting the reel, press the CANCEL button. To close this dialog and split the reel, press the OK button. The system displays an appropriate message if any of the following conditions occur:

- If the total quantity to be split is equal to zero, the system displays an appropriate error message. Respond to the message by pressing OK.
- If the quantity in the Take From Unassigned text box is greater than the current unassigned balance or if the quantity in the Take From Surplus text box is greater than the current surplus balance, the system displays an appropriate error message. Respond to the message by pressing OK.
- If you entered a serial number, the system checks to see if that serial number already exists in this Construction Management Center (CMC). If it does, the system displays an appropriate error message. Respond to the message by pressing OK.

If there are no errors found, the system creates a new inventory item using the serial number you provided or, if the serial number was left blank and "HC" was provided as the reel type, the system creates a new inventory item using a system generated serial number, and records a Split A Reel material inventory transaction as follows²:

- If you are splitting unassigned inventory, the system decreases the unassigned balance on the old reel, creates an unassigned balance on the new reel for the quantity split, and records a Split a Reel material inventory transaction from the unassigned status to an unassigned status. If you split the entire inventory balance of the old reel to a new reel, the old reel is deleted from the system.
- If you are splitting surplus inventory, the system decreases the surplus balance on the old reel, creates an unassigned balance on the new reel for the quantity split, and records a Split a Reel material inventory transaction from the surplus status to the unassigned status. If you split the entire inventory balance of the old reel to a new reel, the old reel is deleted from the system.
- If you are splitting assigned inventory, the system transfers the assignment of the selected requirements from the old reel to the new reel. As a result of splitting assigned material, the system records a Split A Reel material inventory transaction from the assigned status to the assigned status. If you split the entire inventory balance of the old reel to a new reel, the old reel is deleted from the system.
- The Split A Reel transaction is marked as not to be sent to Asset Management.

² Multiple transactions are created if you split from more than one status.

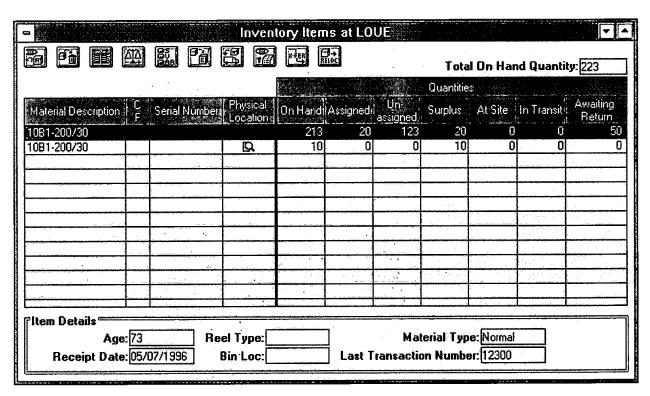
If the reel was split successfully, the system displays an appropriate message. The message provides the serial number added (if generated by the system). The inventory balances of the old reel shown on the INVENTORY ITEMS window are updated to reflect the results of the Split A Reel transaction and the new reel is displayed in the grid. The Last Transaction Number text box is updated to reflect the number of the last Split A Reel transaction created.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

TRANSFER AN INVENTORY ITEM

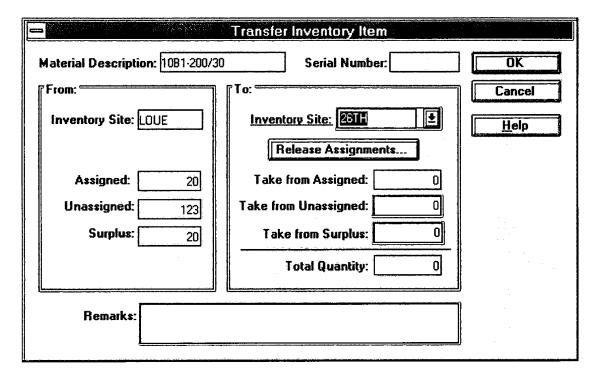
Transferring an inventory item allows you to move an inventory item from one inventory site to another in emergency situations when no formal transfer request has been made.

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window shown below is displayed.



To transfer an inventory item, select an inventory item from the grid and press the Transfer toolbar button located on the INVENTORY ITEMS window or select "Transfer..." from the Actions menu. The TRANSFER INVENTORY ITEM dialog shown on the following page is displayed. This function is available if the following conditions are met:

- You have security access to update inventory in this inventory site.
- You are a Materials Management Manager, Materials Management Clerical, or a Materials Management Warehouse user.
- The selected inventory item has an assigned, unassigned, or surplus inventory balance.
- The selected inventory item's entire on hand balance has not been issued.



This dialog allows you to transfer the selected inventory item to another inventory site. The following information is displayed about the selected inventory item:

- Material Description The description of the inventory item.
- Serial Number The serial number of the inventory item (if serialized).

The From frame displays the following information about the inventory item in the current inventory site:

- Inventory Site The inventory site currently responsible for the inventory item.
- Assigned Quantity The current assigned balance of the inventory item.
- Unassigned Quantity The current unassigned balance of the inventory item.
- Surplus Quantity The current surplus balance of the inventory item.

To transfer the selected inventory item, provide the following information:

- Inventory Site The inventory site to which you want to transfer the inventory item. Type a valid inventory site in the Inventory Site combo box in the To frame or select one from its drop-down list. The drop-down contains a list of all inventory sites, excluding warehouse sites and Refurbished Central Office Equipment (RCOE) sites. If the inventory site is not valid (i.e., not in the list), the system displays an appropriate error message when you leave this field. Respond to the message by pressing OK.
- Take from Assigned The quantity to transfer from the assigned inventory balance. If transferring serialized material with an assigned balance, this field defaults to the assigned quantity and cannot be changed. If transferring non-serialized material, you cannot type directly in this text box because you must first choose the requirements from which the inventory item should be unassigned prior to transferring it. To release assignments, press the Release Assignments button. The RELEASE ASSIGNMENTS dialog shown below is displayed. If the selected inventory item does not have an assigned balance or if the inventory item is serialized, the Release Assignments button is not displayed. If the inventory item is serialized, the system will automatically release all assignments to that serial number upon transfer.

| | | | R | elet | ise Assi | gnments | | |
|--------------|-----------|---------|----------------------|--------|----------------|-------------|------------|--------------|
| Material Des | cription: | 1081-20 | 00/30 | | •], | | | OK |
| Release (| Quantity: | 1 | | | | | | Cancel |
| Job | Print | Step | Quantity Assigned | W E | Work Action | On Job Date | Issue Date | <u>H</u> elp |
| 45L00118N | 1 | 2 | 20 | U | PLAC | 10/15/1995 | | |
| | | · | | | | | | · |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | <u>l</u> | | | J |
| Remarks: | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

This dialog allows you to release the assignments of the selected inventory item.

The description of the material is displayed in the Material Description text box and the Release Quantity text box is initially set to zero. The following information is displayed about each requirement to which the inventory item is assigned:

- Job The job authority to which the inventory item is assigned.
- Print The job print to which the inventory item is assigned.
- Step The job step to which the inventory item is assigned.
- Quantity Assigned The quantity of the inventory item that is assigned to this requirement.
- Work Environment (abbreviated WE) The work environment for which the material is needed.
- Work Action The type of work for which the material is needed.
- On Job Date The date the material is needed on the job.
- Issue Date The date this inventory item was issued for use on this requirement. If the inventory item has not been issued, this column is blank. If the inventory item has been issued, it cannot be unassigned and therefore cannot be transferred.

To release assignments, select the requirements from which you wish to have the inventory item unassigned. The value in the Release Quantity text box increases by the quantity assigned to the selected requirements. Type any remarks in the Remarks text box that you wish to have recorded with the Unassignment transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without releasing assignments, press the CANCEL button. To close this dialog and indicate the assignments to release, press the OK button¹. The system displays an appropriate message if the following conditions occur:

- If no requirements are selected, an error message is displayed. Respond to the message by pressing OK.
- If the inventory item has been issued for a selected requirement, the system displays an appropriate message. Respond to the message by pressing OK.
- If multiple requirements have been selected and the inventory item has been issued for at least one of them, the system displays an appropriate message. If you want the system to deselect those requirements for which the inventory item has been issued and release the remaining assignments, respond to the message by pressing YES. If you don't want to release the remaining assignments, respond to the message by pressing NO.

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¹ The assignments will not actually be released until the OK button is pressed on the TRANSFER INVENTORY ITEM window.

If no errors are found, the system populates the quantity to transfer in the Take from Assigned text box on the TRANSFER INVENTORY ITEM window and the quantity in the Total Quantity text box increases by the same amount.

- Take from Unassigned The quantity to transfer from the unassigned inventory balance. If transferring serialized material with an unassigned balance, this field defaults to the unassigned quantity and cannot be changed. If transferring non-serialized material, type the quantity that you want to transfer from the unassigned balance in the Take from Unassigned text box in the To frame. The quantity entered cannot be greater than the current unassigned balance, but must be greater than zero. The quantity in the Total Quantity text box increases by the quantity entered. If the selected inventory item does not have an unassigned balance, you cannot transfer from the unassigned balance (i.e., the Take from Unassigned text box is disabled).
- Take from Surplus The quantity to transfer from the surplus inventory balance. If transferring serialized material with an unassigned balance, this field defaults to the unassigned quantity and cannot be changed. If transferring non-serialized material, type the quantity that you want to transfer from the surplus balance in the Take from Surplus text box in the To Frame. The quantity entered cannot be greater than the current surplus balance, but must be greater than zero. The quantity in the Total Quantity text box increases by the quantity entered. If the selected inventory item does not have a surplus balance, you cannot transfer from the surplus balance (i.e., the Take from Surplus text box is disabled).
- Remarks Type in any remarks in the Remarks text box that you wish to have recorded with the Transfer transaction.

To get additional help while on the TRANSFER INVENTORY ITEM dialog, press the HELP button. To close this dialog without transferring the inventory item, press the CANCEL button. To close this dialog and transfer the inventory item, press the OK button. The system displays an appropriate message if any of the following conditions occur:

- If the total quantity to be transferred is equal to zero, the system displays an appropriate error message. Respond to the message by pressing OK.
- If the quantity in the Take From Unassigned text box is greater than the current unassigned balance or if the quantity in the Take From Surplus text box is greater than the current surplus balance, the system displays an appropriate error message. Respond to the message by pressing OK.

If there are no errors found, the system creates a transfer request setting the transferred date equal to the current date and records a Transfer material inventory transaction as follows²:

- If you are transferring unassigned inventory, the system decreases the unassigned balance of the inventory item, increases the in-transit balance of the inventory item, and records a Transfer material inventory transaction from the unassigned status to the in-transit status.³
- If you are transferring surplus material, the system decreases the surplus balance of the inventory item, increases the in-transit balance of the inventory item, and records a Transfer material inventory transaction from the surplus status to the in-transit status.
- If you are transferring assigned material, the system first unassigns the inventory item and then transfers it as follows:
 - The inventory item is unassigned from each selected requirement, or if serialized, unassigned from each requirement to which it is currently assigned.
 - The inventory item's assigned balance is decreased, its unassigned balance is increased, and an Unassignment material inventory transaction is recorded.
 - The remaining needed quantity on each requirement from which the inventory item was unassigned is recalculated, and, if greater than zero, the requirement is put back in a "needed" status.
 - A Transfer material inventory transaction is recorded from the unassigned status to the in-transit status.
- If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.
- The Transfer transaction is marked as not to be sent to Asset Management.
- If you released an assignment of Central Office Equipment, form RF-8010 is printed to move the material from the Field Reporting Code (FRC) and Geographic Location Code (GLC) of the requirement to which it was previously assigned to the 1220.1412 (Material Held For Future Use) account (See attachment 1).

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² Multiple transfer requests and multiple transactions are created if transferring non-serialized material from more than one status

³ A transfer request is created so that the inventory site to which the material is transferred will be able to receipt the material into its inventory and take responsibility for it.

- If transferring Central Office Equipment, form RF-8010 is printed to move the material from the 1220.1412 account in the "from" inventory site to the 1220.1412 account in the "to" inventory site (see attachment 2).
- If transferring material other than Central Office Equipment, form RF-6241-M is printed (see attachment 3).

The RF-8010 and RF-6241-M forms should serve as the packing slip when shipping the material to the "to" inventory site.

If the inventory item was transferred successfully, the system displays an appropriate message. The inventory balances displayed on the INVENTORY ITEMS window are updated to reflect the results of the Transfer transaction. The Last Transaction Number text box is updated to reflect the number of the last Transfer transaction created

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

Attachment 1:

The following information is printed on the RF-8010 form when unassigning Central Office Equipment:

- Transfer Report No. The state responsible for the inventory item followed by the OSPCM Material Inventory Transaction Number (e.g., KY11184)
- Purpose of Transfer This field always equals "Adj. Accounts".
- Ship/Transfer From (Credit)
 - Location The inventory site responsible for the inventory item.
 - State The state responsible for the inventory item.
 - **Geo. Loc.** The exception geographic location code of the substep to which the inventory item was assigned.
 - Auth. No. The job number to which the inventory item was assigned.
 - **RCO** The responsibility code of the inventory site responsible for the inventory item.
 - RCC The responsibility code of the inventory site responsible for the inventory item.
 - **Field Code** The field reporting code (FRC) of the substep to which the inventory item was assigned (i.e., 257C).
 - **Vendor Order Number** The purchase order or select ticket on which the inventory item was shipped.
- Ship/Transfer To (Debit)
 - Location The inventory site responsible for the inventory item.
 - State The state responsible for the inventory item.
 - **Geo. Loc.** The geographic location code of the inventory site responsible for the inventory item.
 - **RCO** The responsibility code of the inventory site responsible for the inventory item.
 - RCC The responsibility code of the inventory site responsible for the inventory item.
 - Func. Code The function code of the Material Held For Future Use account. This field is always equal to "5C5T".
- Transportation Instructions
 - **Field Code** This field defaults to 6 blanks followed by an "M". Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.
- Engineering Contact
 - Engineer The name of the user's supervisor. The "user" is the person who unassigned the inventory item.
 - **Prepared By** The name of the person who unassigned the inventory item. The user's Common Userid (CUID) is used to obtain his/her name.
 - **Date** The date the inventory item was unassigned. This field is always equal to the current date.

- Remarks Remarks entered at the time the inventory item was unassigned.
- Equipment Description The description of the inventory item unassigned. If the material is serialized, its serial number will be printed following the material description.
- Cond. The condition of the material. This field always equals "G" (good).
- Qty. The quantity of material unassigned.
- Per This field always equals "EA" (each).
- Yr. Pl. The year the inventory item was receipted into inventory.

Attachment 2:

The following information is printed on the RF-8010 form when transferring Central Office Equipment:

- Transfer Report No. The state from which the inventory item was transferred followed by the OSPCM Material Inventory Transaction Number (e.g., KY11184)
- Purpose of Transfer This field always equals "Adj. Accounts".
- Ship/Transfer From (Credit)
 - Location The inventory site from which the inventory item was transferred.
 - State The state from which the inventory item was transferred.
 - **Geo. Loc.** The geographic location code of the inventory site from which the inventory item was transferred.
 - RCO The responsibility code of the inventory site from which the inventory item was transferred.
 - RCC The responsibility code of the inventory site from which the inventory item was transferred.
 - Func. Code The function code of the Material Held For Future Use account. This field is always equal to "5C5T".
- Ship/Transfer To (Debit)
 - Location The inventory site to which the inventory item was transferred.
 - State The state to which the inventory item was transferred.
 - **Geo. Loc.** The geographic location code of the inventory site to which the inventory item was transferred.
 - RCO The responsibility code of the inventory site to which the inventory item was transferred.
 - RCC The responsibility code of the inventory site to which the inventory item was transferred.
 - Func. Code The function code of the Material Held For Future Use account. This field is always equal to "5C5T".
- Transportation Instructions
 - **Field Code** This field defaults to 6 blanks followed by an "M". Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.
- Engineering Contact
 - **Engineer** The name of the user's supervisor. The "user" is the person who transferred the inventory item.
 - **Prepared By** The name of the person who transferred the inventory item. The user's Common Userid (CUID) is used to obtain his/her name.
 - Date The date the inventory item was transferred. This field is always equal to the current date.
 - Remarks Remarks entered at the time the inventory item was transferred.

- Equipment Description The description of the inventory item transferred. If the material is serialized, its serial number will be printed following the material description.
- Cond. The condition of the material. This field always equals "G".
- Qty. The quantity of material transferred.
- **Per** This field equal "EA" if non-cable is transferred or equals "FT" if cable is transferred.
- Yr. Pl. The year the inventory item was receipted into inventory.

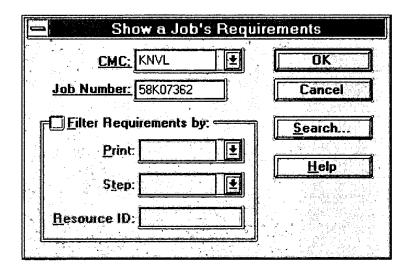
Attachment 3:

The following information is printed on the RF-6241-M form when transferring non-Central Office Equipment:

- Shipped To
 - Name The name of the person responsible for the inventory site from which the inventory item was transferred.
 - **Tel. No.** The telephone number of the person responsible for the inventory site from which the inventory item was transferred.
 - **Geoloc** The geographic location code of the inventory site from which the inventory item was transferred.
 - **Street Address** The street address of the inventory site from which the inventory item was transferred.
 - City & State The city and state of the inventory site from which the inventory item was transferred.
- Shipped From
 - Name The name of the person responsible for the inventory site to which the inventory item was transferred.
 - **Tel. No.** The telephone number of the person responsible for the inventory site to which the inventory item was transferred.
 - **Geoloc** The geographic location code of the inventory site to which the inventory item was transferred.
 - Street Address The street address of the inventory site to which the inventory item was transferred.
 - City & State The city and state to which the inventory item was transferred.
- **Description** The material description of the inventory item transferred.
- Serial Number The serial number of the inventory item transferred (if serialized).
- Quantity The quantity of material transferred.

VIEW A JOB'S MATERIAL REQUIREMENTS

To view all of an approved job's material requirements, regardless of the material status, press the Show All Requirements for a Job toolbar button located on the Materials Management application window or select "Show ALL of a Job's Requirements" from the Requirements menu. The SHOW A JOB'S REQUIREMENTS dialog shown below is displayed. This function is available at all times to a Materials Management Manager or a Materials Management Clerical user¹.



This dialog allows you to select the scope for which material requirements should be displayed. To display requirements, you must provide the following information:

- CMC Type a valid Construction Management Center (CMC) name in the CMC combo box or select one from its drop-down list. The drop-down contains a list of all CMCs in the BellSouth region. This field defaults to the CMC you selected as your default CMC on the PREFERENCES window or the last CMC used during this session. If a CMC is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.
- **Job** Type the job number whose requirements you wish to view in the Job Number text box.

¹ If a Core Staff user requires access to Materials Management, they must be given an additional user type of "Materials Management Manager".

Optionally, you may select the Filter Requirements By check box to display only certain requirements within the selected job. Select one of the following choices:

- **Print** To display only requirements for a specific print within the job, select or type a print number in the Print combo box which contains a list of valid prints for the selected job.
- Step To display only requirements for a specific step within the job, select or type a print number in the Print combo box, then select or type a step number in the Step combo box which contains a list of valid steps for the selected print.
- **Resource ID** To display only requirements that are assigned to a specific resource ID within the job, type a resource ID in the Resource ID text box.

To get help while on this dialog, press the HELP button. If you don't know the job number or only know part of it, you may leave the Job Number text box empty or type a partial job number using an asterisk (*) to search for job numbers starting and/or ending with the portion you provided. For example, 45L* searches for job numbers starting with "45L"; *100 searches for job numbers ending in "100"; 45*00 searches for job numbers starting with "45" and ending in "00". To run the search, press the SEARCH button. The SEARCH FOR A JOB dialog shown below is displayed.

| | Search for a J | ob |
|--------------|--|--------------|
| CMC | KNVL ± | Update List |
| Job Number | <u>5*</u> | OK |
| Resource ID: | | Cancel |
| | Job Number 58K04371N 58K07337N 58K07356N 58K07362N 58K07375N 58K07377N 58K07425N 58K07427N | <u>H</u> elp |

This dialog allows you to view a list of all the job numbers for the identified scope. To run the search, press the UPDATE LIST button. The system displays an appropriate message under the following conditions:

- If no jobs were found that had material requirements for the selected CMC, job, and/or resource ID, an informative message is displayed. Respond to the message by pressing OK.
- If an invalid resource ID is entered, an error message is displayed. Respond to the message by pressing OK.

To change the scope from the SEARCH FOR A JOB dialog provide the following information:

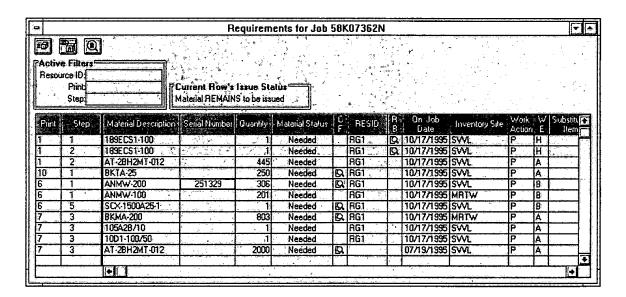
- CMC Select or type a new CMC name in the CMC combo box, which contains a list of all CMCs in the BellSouth region. This field is required and defaults to the CMC selected on the SHOW A JOB'S REQUIREMENTS dialog. If a CMC is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.
- Job Number Type a new job number in the Job text box. You may type an entire job number to display a particular job number or you may type a partial job number using an asterisk (*) to view job numbers starting and/or ending with the portion you provided. This field defaults to the job number entered on the SHOW A JOB'S REQUIREMENTS dialog if one was entered.
- Resource ID To view a list of jobs for a particular resource ID, type a resource ID in the Resource ID text box. This field defaults to the Resource ID entered on the SHOW A JOB'S REQUIREMENTS dialog if one was entered.

To get help while on this dialog, press the HELP button. To close the dialog without running a search or selecting a job number, press the CANCEL button. To work with a particular job, select it and press the OK button or double-click it. The job number selected is copied to the Job Number text box on the SHOW A JOB'S REQUIREMENTS dialog and the Resource Id is also populated if it was used as part of the search criteria. You may now filter the requirements to be displayed by print, step, or resource ID as described earlier.

To display the specified requirements, press the OK button. The system displays an appropriate message under the following conditions:

- If the job number does not exist in the CMC specified or has not been approved, an error message is displayed. Respond to the message by pressing OK.
- If no material requirements were found for the selected CMC, job, print, step, and/or resource ID, an informative message is displayed. Respond to the message by pressing OK.
- If the Filter Requirements By check box is selected and an invalid resource ID is entered, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the REQUIREMENTS FOR JOB xxxx window shown below is displayed, where xxxx is the selected job number.



This window allows you to monitor the status of the material needed to work a job. The Active Filters frame displays the filters used to display the job and the grid displays all the substeps for that job that have a material requirement². The Current Row's Issue Status frame displays information to indicate whether or not you may issue the material assigned to the substep. Valid values are as follows:

- Material REMAINS to be issued
- ALL material has been issued
- The requirement has no assignments
- Disbursed no assignments

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² A substep has a material requirement if it has a material status other than "unnecessary".

The following information is displayed about each material requirement:

- **Print** The job print for which the requirement is needed.
- Step The job step for which the requirement is needed.
- Material Description The description of the material needed.
- Serial Number The serial number of the inventory item assigned to satisfy the requirement. If there are multiple serial numbers assigned to satisfy the requirement, a glyph appears here instead of a serial number. To view the assigned serial numbers, double-click the glyph or move the marquee to it and press ENTER.
- Quantity The quantity of material required to do the work.
- Material Status The material status of the requirement. Values are as follows:
 - "Needed" The requirement is still needed and has not yet been satisfied.
 - "Ordered" The requirement was satisfied with a new order.
 - "Shipped"- The requirement was satisfied with a new order and the material has been shipped.
 - "Transfer Req"- The requirement was satisfied with a transfer request.
 - "Transferred" The requirement was satisfied with a transfer request and the material has been transferred.
 - "Received"- The requirement was satisfied and the material has been assigned.
 - "Disbursed"- The material for this requirement has been placed in service.
- Custom Features (abbreviated CF) A glyph here indicates that custom features (e.g., inside pulling eye) are needed on the required material.
- **RESID** The resource id responsible for the work.
- Roadblocks (abbreviated RB) A glyph here indicates that roadblocks (critical or non-critical) exist that may delay the work.
- On Job Date The date that the material is needed on the job.
- **Inventory Site** The name of the inventory site responsible for procuring the material.
- Work Action The type of work for which the material is needed.

- Work Environment (abbreviated WE) The work environment for which the material is needed.
- Substituted Item An asterisk (*) here indicates that the material assigned to the substep differs from the required material encoded by the engineer.

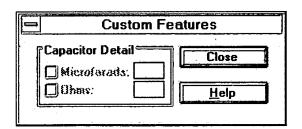
VIEW CUSTOM FEATURES

This symbol appears in the Custom Features column (abbreviated CF) if the requirement needs custom material features. To view the custom features, double-click on the symbol or use the arrow keys to move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed. The custom features displayed will vary with the type of material needed.

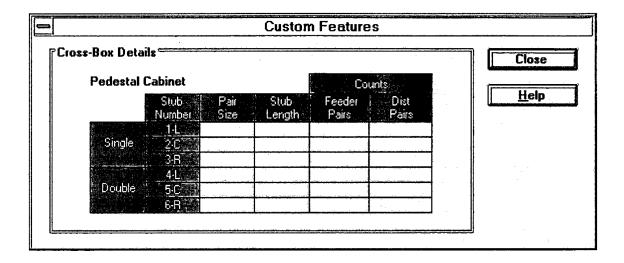
If the requirement is for cable, the dialog displays the custom features associated with cable as shown below. Information includes whether or not the requirement needs pulling eyes, prepped ends, preterminations, a taper splice, gas pressure, or modular connections.

| Custom Features | |
|--------------------|-----------------------|
| | Close |
| Modular Connection | I Top |
| | Prepped End Invide: |

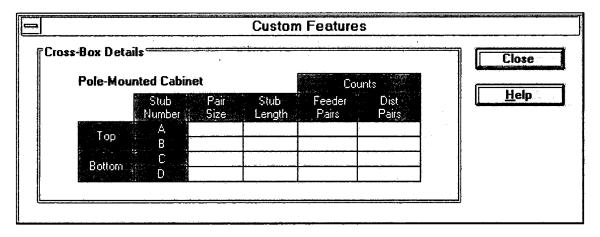
If the requirement is for a capacitor, the dialog displays the custom features associated with capacitors as shown below. Information includes the microfarads and/or ohms of the capacitor.



If the requirement is for a non-standard pedestal cross-box, the dialog displays its configuration as shown below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.



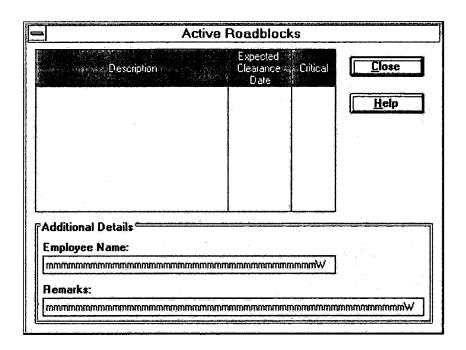
If the requirement is for a non-standard pole-mounted cross-box, the dialog displays its configuration as shown on the following page. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.



To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW ROADBLOCKS

This symbol appears in the Roadblock column (abbreviated RB) if the substep for which the requirement exists has any roadblocks. To view the roadblock(s), double-click this symbol or use the arrow keys to move the marquee to it and press ENTER. The ACTIVE ROADBLOCKS dialog shown below is displayed.



This dialog displays the roadblocks associated with the substep. The following information is displayed about each roadblock:

- **Description** The description of the roadblock.
- Expected Clearance Date The date the roadblock is expected to be cleared.
- Critical An asterisk (*) here indicates that the roadblock is considered critical.
- Employee Name The name of the person who created the roadblock.
- Remarks The remarks that were recorded at the time the roadblock was created.

To get additional help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW MULTIPLE SERIALIZED ASSIGNMENTS

If multiple serial numbers have been assigned to a requirement, this symbol appears in the Serial Number column. To view the serial numbers, double-click this symbol or move the marquee to it and press ENTER. The ASSIGNED SERIAL NUMBERS dialog shown below is displayed.

| Assigned Serial Numbers | | | | | | | | |
|-------------------------|---------------|----------|----------------------|----------------------|-------------|--------------|--|--|
| Material Description | Serial Number | Quantity | Substituted Item? | Physical Location | Issued Date | Close | | |
| | | | | | | <u>H</u> elp | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

This dialog displays all of the serial numbers currently assigned to the selected requirement. Multiple serial numbers can be assigned if the requirement is for cable material and the entire required quantity cannot be satisfied with one reel. The following information is displayed about each serial number:

- Material Description The description of the material on the reel.
- Serial Number The serial number of the reel.
- Quantity The quantity on the reel that is assigned to this requirement.
- Substituted Item An asterisk (*) here indicates that the material assigned differs from the required material encoded by the engineer.
- Physical Location A glyph here indicates that the reel assigned to the substep is physically located at a site (alternate address or inventory site) different from the inventory site responsible for procuring the material. No glyph here indicates that the reel is located at the inventory site responsible for procuring the material.
- Issue Date The date that the reel was issued. If the reel has not been issued, this field is blank.

This symbol appears in the Physical Location column if the inventory item is not physically at the inventory site responsible for procuring the material, but rather at an alternate location. To view the address of where the inventory item is located, double-click on this symbol or use the arrow keys to move the marquee to it and press ENTER. The PHYSICAL LOCATION dialog shown below is displayed.

| | Physical Location | |
|---------------------|----------------------|-------|
| Saved Address Code: | MARIETTA | Close |
| Contact Name: | John J. Stevens | Help |
| Contact Phone: | (901) 372-8956 | |
| Company: | Marietta South, Inc. | |
| Street | 234 Union Street | |
| Room: | B-7N6A | |
| City: | Martin | |
| State: | TN Zip: 382360000 | |
| | | |

This dialog displays the location of an inventory item that is not physically located at the inventory site responsible for procuring the material. Information includes the name under which this alternate address was saved, the contact name and phone number, company name, its street address, room number, city, state, and zip. To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

To get additional help on the ASSIGNED SERIAL NUMBERS dialog, press the HELP button. To close the dialog, press the CLOSE button.

VIEW ASSIGNMENTS

To view assignments for a requirement, select a requirement from the grid and press the Show Assignments toolbar button located on the REQUIREMENTS window or select "Show Assignments" from the Action menu. The ASSIGNED MATERIAL dialog shown below is displayed. This function is available only if the requirement has inventory assigned to it.

| | Assigned Material | | | | | | | | |
|---|----------------------|---------------|----------|-------------------|----------------------|-------------|--------------|--|--|
| | Material Description | Serial Number | Quantity | Substituted Item? | Physical Location | Issued Date | Close | | |
| | | | | | | | <u>H</u> elp | | |
| F | | | | | | | | | |
| - | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

This dialog displays all of the inventory items currently assigned to the selected requirement. If the requirement is for non-serialized material, the serial number column is not displayed.

Multiple inventory items may be displayed if the requirement is for a quantity greater than one and one or more of the following apply:

- If the requirement is for cable and more than one reel is assigned to the requirement.
- If the requirement is for cable or non-serialized material and the inventory items assigned to the requirement have different material descriptions³.
- If the requirement is for cable or non-serialized material and the inventory items assigned to the requirement are physically located in different places⁴.

³ If a cable requirement has multiple reels assigned to it, they could have different material descriptions.

⁴ If a cable requirement has multiple reels assigned to it, they could be physically located in different places.

The following information is displayed about each inventory item:

- Material Description The material description of the inventory item.
- Serial Number The serial number of the inventory item (if serialized).
- Quantity The quantity that is assigned to this requirement.
- Substituted Item An asterisk (*) here indicates that the material assigned differs from the required material encoded by the engineer.
- Physical Location A glyph here indicates that the inventory item assigned to the substep is physically located at a site (alternate address or inventory site) different from the inventory site responsible for procuring the material. No glyph here indicates that the inventory item is located at the inventory site responsible for procuring the material.
- Issue Date The date that the inventory item was issued. If the inventory item has not been issued, this field is blank.

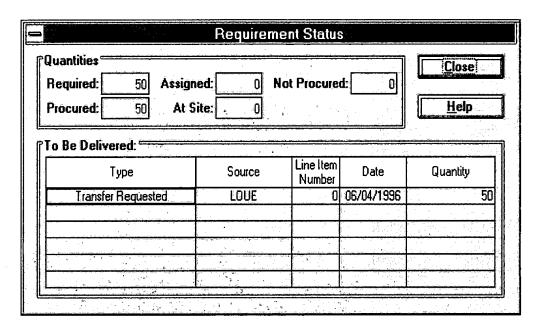
To get additional help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW REQUIREMENT STATUS



To view a requirement's status in more detail, select a requirement from the grid and press the Show Requirement Status toolbar button located on the REQUIREMENTS window or select "Show Requirement Status" from the Actions menu. The

REQUIREMENT STATUS dialog shown below is displayed.



This dialog gives a summary of the selected requirement's current status. The Quantities frame displays the following information:

- **Required** The quantity required to do the work on the substep.
- Assigned The portion of the required quantity currently assigned to the substep.
- **Procured** The portion of the required quantity that is/was ordered, shipped, transfer requested, or transferred to satisfy the substep.
- At Site The portion of the assigned quantity currently issued on the substep.
- Not Yet Procured The portion of the required quantity that remains to be satisfied on the substep.

The To Be Delivered grid displays any orders, shipments, transfer requests, or transfers, sorted in that order, that are still due to arrive. Information in this grid includes the following:

- **Type** The type of delivery expected. Values are "Order", "Scheduled Shipment", "Shipment", "Transfer Requested" or "Transfer".
- **Source** The source of the delivery.
 - If the type is "Order", this column contains the OrderMaster Number assigned to the order.
 - If the type is "Scheduled Shipment", this column contains the Select Ticket Number (stock order) or the Purchase Order Number (non-stock order) when the requirement has been ordered and the system has been notified of a scheduled shipment.
 - If the type is "Shipment", this column contains the Select Ticket Number (stock order) when the requirement has been ordered and the system is notified of an actual shipment. Since the system is not notified when non-stock orders are actually shipped, you will not see a Shipment type for a non-stock order.
 - If the type is "Transfer Requested" this column contains the name of the inventory site to which the transfer request was made.
 - If the type is "Transfer" this column contains the name of the inventory site that transferred the material.
- Line Number The line number associated with the OrderMaster Number, Select Ticket, or Purchase Order. This column is blank if the type is "Transfer Requested" or "Transfer".

• Date -

- If the type is "Order", this column contains the date that the requirement was ordered.
- If the type is "Scheduled Shipment", this column contains the date that the order is scheduled to be shipped.
- If the type is "Shipment", this column contains the date a stock order was shipped from a BST warehouse.
- If the type is "Transfer Requested" this column contains the date the transfer request was made.
- If the type is "Transfer" this column contains the date the transfer was made.

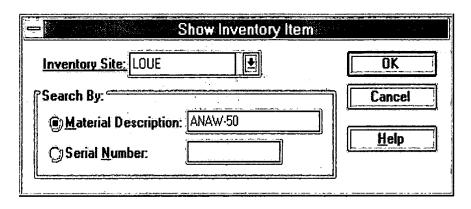
- Quantity The quantity expected to be delivered.
 - If the type is "Order", this column contains the quantity ordered for the requirement.
 - If the type is "Scheduled Shipment", this column contains the quantity scheduled to be shipped on this select ticket line item or purchase order line item. If the shipment is for an aggregated requirement, the quantity scheduled to be shipped may be greater than the quantity needed on the requirement.
 - If the type is "Shipment", this column contains the quantity shipped on this select ticket line item or purchase order line item. If the shipment is for an aggregated requirement, the quantity scheduled to be shipped may be greater than the quantity needed on the requirement.
 - If the type is "Transfer Requested" this column contains the quantity requested to be transferred for this requirement.
 - If the type is "Transfer" this column contains the quantity transferred for this requirement.

To get additional help on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

To close the REQUIREMENTS window, double-click the control box located in the upper left corner of the window.

VIEW AN INVENTORY ITEM

To view an inventory item, press the Show Inventory Item toolbar button located on the Materials Management application window or select "Show Inventory Item" from the Inventory menu. The SHOW INVENTORY ITEM dialog shown below is displayed. This function is available at all times to any Materials Management user.



This dialog allows you to choose the inventory site and inventory item that you would like to view. First, identify the inventory site responsible for the inventory you wish to view.

• Inventory Site - Type a valid inventory site in the Inventory Site combo box or select one from its drop-down list. If you are a Materials Management Manager or a Materials Management Clerical user, the drop-down contains a list of all inventory sites excluding warehouse sites and Refurbished Central Office Equipment (RCOE) sites. If you are a Materials Management Warehouse user, the drop-down contains a list of only the warehouse and RCOE sites.

Next, identify the inventory item to view by choosing one of the following:

Material Description - Select the Material Description radio button and type
a material description in the Material Description text box to view inventory
items having a particular material description (serialized or non-serialized).
You may type an entire material description to view inventory items having
that material description or you may type a partial material description using
an asterisk (*) to view inventory items starting and/or ending with the portion
you provided as described earlier. Material Description is the default radio
button.

• Serial Number - Select the Serial Number radio button and type a serial number in the Serial Number text box to view serialized inventory items. You may type an entire serial number to view a particular serial number or you may type a partial serial number using an asterisk (*) to view inventory items having a serial number starting and/or ending with the portion you provided. For example, 234* displays inventory items having a serial number starting with "234"; *234 displays inventory items having a serial number ending in "234"; 2*4 displays inventory items having a serial number starting with "2" and ending in "4".

To get additional help while on this dialog, press the HELP button. To close this dialog without viewing an inventory item, press the CANCEL button. To close this dialog and view the identified inventory item, press the OK button. The system displays an appropriate message if any of the following conditions occur:

- If the inventory site entered is not valid, the system displays an error message. Respond to the message by pressing OK.
- If the material description provided is not valid, the system displays an error message. Respond to the message by pressing OK.
- If the specified inventory item does not exist at that location, the system displays an informative message. Respond to the message by pressing OK.

If the inventory item currently exists at the specified inventory site (inventory balance is > zero), the INVENTORY ITEMS at xxxx window shown on the following page displayed, where xxxx is the selected inventory site.

| | | | | | · · · · · · · · · · · · · · · · · · · | | Quantitie | | nd Quant | -2-[1000 |
|----------------------|--------|---------------|-------------------|---------|---------------------------------------|------------------|-----------|---------|------------|---------------------------------|
| Material Description | C F | Serial Number | Physical Location | On Hand | Assigned : | Un- assigned, | Surplus | At Site | In Transit | Awaiting Return |
| NAW-50 | | TDN1234567 | | 200 | 0 | 200 | 0 | 0 | 0 | |
| NAW-50 | | 0605960001 | | 220 | 0 | 0 | 220 | 0 | 0 | |
| NAW-50 | | 2100A453 | | 380 | 0 | 380 | 0 | 0 | 0 | |
| NAW-50 | | 106A237 | | 200 | 0 | 0 | 0 | 0 | 200 | |
| | · | | | | | | | | | : |
| | | | | | | | | | | mayla sii Haraday |
| | | | | | | | | 10.10.1 | 19.1 | |
| | | | | | | | | 1. | | |
| · | | | | | | | | | | |

This window contains a grid listing all of the inventory items for your chosen selection that have an inventory balance greater than zero. If you are viewing serialized inventory items there is one row in the grid for each serial number. If you are viewing non-serialized inventory items there is one row in the grid for each group of non-serialized items located at a different physical location.

If you did not use an asterisk (*) when choosing the inventory items to display, the Total On Hand Quantity text box is displayed and is populated with the sum of the on hand balances displayed. For example, if you choose to display inventory items having a material description of "AFAW-100", all reels of cable containing AFAW-100 material are displayed and the Total On Hand Quantity would equal the sum of the on hand balance of each reel. This is a useful way to tell how much cable of a particular type you have. If you used an asterisk when choosing the inventory items to display, the Total On Hand Quantity text box is not displayed because it no longer serves a useful purpose. Knowing how much "AF*" material you have is not very useful.

The following information is displayed about each inventory item:

- Material Description The material description of the inventory item.
- Custom Features (abbreviated CF) A symbol here indicates that the inventory item has custom material features (e.g., inside pulling eye).
- Serial Number The serial number of the inventory item (if serialized).

- **Physical Location** A symbol here indicates that the inventory item is located at an alternate address. No symbol means that the inventory item is located at the inventory site responsible for the material.
- On Hand The inventory item's current on hand balance. This quantity is the sum of the assigned balance, the unassigned balance, the surplus balance, the in transit balance, and the awaiting return balance.
- **Assigned** The portion of the inventory item's on hand balance that is assigned to a job or jobs.
- Unassigned The portion of the inventory item's on hand balance that is unassigned.
- Surplus The portion of the inventory item's on hand balance that is surplus. If the surplus quantity is greater than zero and the inventory item serialized, it is equal to the entire on hand balance.
- At Site The portion of the inventory item's on hand balance that has been issued. In the case of serialized material, it is equal to the entire on hand balance.
- In Transit The portion of the inventory item's on hand balance that has been transferred to another inventory site but not yet receipted. If the in transit quantity is greater than zero and the inventory item serialized, it is equal to the entire on hand balance.
- Awaiting Return The portion of the inventory item's on hand balance that is waiting to be returned to a BST warehouse or to an outside vendor because it is either damaged or unwanted. If the awaiting return quantity is greater than zero and the inventory item serialized, it is equal to the entire on hand balance.

The Item Details frame displays the following information about the inventory item that currently has the marquee:

- Age The age of the inventory item in days. If this is non-serialized material
 and the items in this group were receipted on different days, the age will be
 the oldest item in the group. To see the actual age of a non-serialized
 inventory item, run an Inventory Scan which is described later in this
 document.
- Receipt Date The date the inventory item was receipted into inventory. If this is non-serialized material and the items in this group were receipted on

different days, the receipt date will be the earliest receipt date of the items in the group.

- Reel Type If this is cable material, this field displays the reel type of the inventory item.
- Bin Loc The current bin location of the inventory item (if it has one).
- Material Type This field is used to indicate for what purpose the inventory item may be used or is being used. Values are:
 - Normal This is serialized or non-serialized inventory that can be used for just about any purpose. "Normal" inventory is only displayed if you are viewing inventory items that are the responsibility of an inventory site or of an RCOE site. Inventory items of this type will have an assigned, unassigned, surplus, in transit, or awaiting return inventory balance. All non-serialized material is considered "normal".

- Emergency This is serialized inventory that is reserved for emergency purposes. "Emergency" inventory is only displayed if you are viewing inventory items that are the responsibility of an inventory site that can store emergency material or of a warehouse site. Inventory Items of this type located at a warehouse site will have an unassigned inventory balance. Inventory items of this type located at an inventory site will have either an unassigned or surplus inventory balance.
- Consignment This is serialized inventory that can be used on consignment. "Consignment" inventory is only displayed if you are viewing inventory items that are the responsibility of a warehouse site. Inventory items of this type will have an unassigned inventory balance.
- **Joint Use** This is serialized inventory that will be placed by another company (e.g., Alabama Power). "Joint Use" inventory is only displayed if you are viewing inventory items that are the responsibility of an inventory site. Inventory items of this type will have an assigned inventory balance¹.
- Last Transaction Number The last transaction number that affected this inventory item.

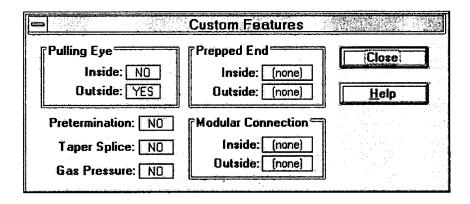
Several actions are available to you depending on your level of security. Each action is described in a separate section of this document.

An inventory item is considered joint use if the substep to which it is assigned is associated with a joint use contract.

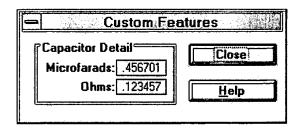
VIEW CUSTOM FEATURES

This symbol appears in the Custom Features column (abbreviated CF) if the inventory item has custom features. To view the custom features, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed. The custom features displayed will vary with the type of inventory item.

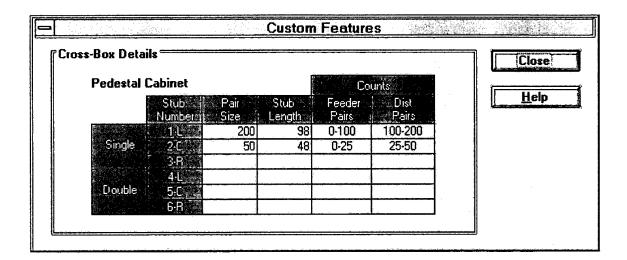
If the inventory item selected is cable, the dialog displays the custom features associated with cable as shown below. Information includes whether or not the inventory item has pulling eyes, prepped ends, preterminations, a taper splice, gas pressure, or modular connections.



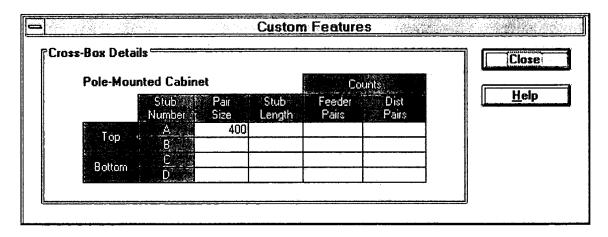
If the inventory item selected is a capacitor, the dialog displays the custom features associated with capacitors as shown below. Information includes the microfarads and/or ohms of the capacitor.



If the inventory item selected is a non-standard pedestal cross-box, the dialog displays its configuration as shown below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.



If the inventory item selected is a non-standard pole-mounted cross-box, the dialog displays its configuration as shown below. Information includes the size and length of the stub and the connections between the feeder pairs and distribution pairs inside the cross-box.



To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW ALTERNATE ADDRESS

* * * * *

This symbol appears in the Physical Location column if the inventory item is not physically at the inventory site, but rather at an alternate location. To view the address of where the inventory item is located, double-click this symbol or use the arrow keys to move the marquee to it and press ENTER. The PHYSICAL LOCATION dialog shown below is displayed.

| | Physical Location | |
|----------------|------------------------|-------|
| Address Code: | KKOTEST | Close |
| Contact Name: | Karin Olinger | Help |
| Contact Phone: | (502) 426-5457 | |
| Company: | BellSouth | |
| Street: | 2407 Chattesworth Lane | |
| Room: | | • |
| City: | Louisville | |
| State: | KY Zip: 40222 | |
| | | |

This dialog displays the location of an inventory item that is not physically located at the inventory site responsible for the material. Information includes the name under which this alternate address was saved, the contact name and phone number, company name, street address, room number, city, state, and zip.

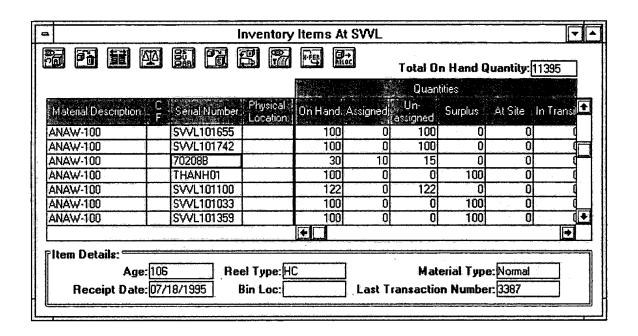
To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

To close the INVENTORY ITEMS window, double-click on the control button located in the upper left corner of the window.

VIEW ASSIGNMENTS

If an inventory item is reserved for use on a specific job or jobs, it is considered assigned inventory. If the material assigned to a job is damaged or unusable for some reason, you can unassign the material from that job.

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window shown below is displayed.



If you do not have security access to update inventory in this inventory site and you want to view the requirements to which an inventory item is assigned, select an inventory item from the grid and press the Assignments toolbar button located on the INVENTORY ITEMS window or select "Show Assignments" from the Actions menu. The SHOW ASSIGNMENTS dialog on the following page is displayed. This function is available if the following conditions are met:

- You are a Materials Management Manager or a Materials Management Clerical user.
- The selected inventory item has an assigned inventory balance.

| Material Desc | ription: | AFAW- | 75 | <u> </u> | o | | | Close |
|---------------|----------|-------|----------------------|----------|----------------|-------------|------------|--------------|
| Job | Print | Step | Quantity Assigned | W | Work Action | On Job Date | Issue Date | <u>H</u> elp |
| 1LD017495 | 2 | 1 | 1000 | Α | LSHS | 02/08/1996 | | |
| | | | | : | | | | |
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This dialog allows you to view the requirements to which the selected inventory item is assigned. The description of the material is displayed in the Material Description text box and the following information is displayed about each requirement to which the inventory item is assigned:

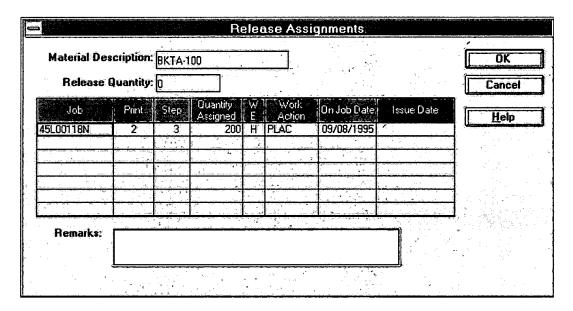
- **Job** The job authority to which the inventory item is assigned.
- **Print** The job print to which the inventory item is assigned.
- Step The job step to which the inventory item is assigned.
- Quantity Assigned The quantity of the inventory item that is assigned to this requirement.
- Work Environment (abbreviated WE) The work environment for which the material is needed.
- Work Action The type of work for which the material is needed.
- On Job Date The date the material is needed on the job.
- Issue Date The date the inventory item was issued for use on this requirement. If the inventory item has not been issued, this column is blank.

To get additional help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

RELEASE ASSIGNMENTS

If you have security access to update inventory in this inventory site and you want to view the requirements to which an inventory item is assigned or release assignments, select an inventory item from the grid and press the Assignments toolbar button located on the INVENTORY ITEMS window or select "Show/Release Assignments" from the Actions menu. The RELEASE ASSIGNMENTS dialog shown below is displayed. This function is available if the following conditions are met:

- You have security access to update inventory in this inventory site.
- You are a Materials Management Manager or a Materials Management Clerical user.
- The selected inventory item has an assigned inventory balance.



This dialog looks similar to the SHOW ASSIGNMENTS dialog with two exceptions: the addition of the Release Quantity text box and the replacement of the CLOSE button with OK and CANCEL buttons.

To release assignments, select the requirements from which you wish to have the inventory item unassigned. The value in the Release Quantity text box increases by the quantity assigned to the selected requirements. You cannot unassign an issued inventory item. Type any remarks in the Remarks text box that you wish to have recorded with the Unassignment transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without releasing assignments, press the CANCEL button. To close this dialog and release the selected assignments, press the OK button. The system displays an appropriate message if the following conditions occur:

- If no requirements are selected, an error message is displayed. Respond to the message by pressing OK.
- If the inventory item has been issued for a selected requirement, the system displays an appropriate message. Respond to the message by pressing OK.
- If multiple requirements have been selected and the inventory item has been issued for at least one of them, the system displays an appropriate message. If you want the system to deselect those requirements for which the inventory item has been issued and release the remaining assignments, respond to the message by pressing YES. If you don't want to release the remaining assignments, respond to the message by pressing NO.

If no errors are found, the system does the following:

- Unassigns the inventory item from each selected requirement.
- Decreases the associated inventory item's assigned balance and increases its unassigned balance.
- Records an Unassignment material inventory transaction. If the inventory item is noncentral office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.
- Recalculates the remaining needed quantity on each requirement from which the inventory item was unassigned, and if it is greater than zero, puts the requirement back in a "needed" status.
- If you released an assignment of Central Office Equipment, form RF-8010 is printed to move the material from the Field Reporting Code (FRC) and Geographic Location Code (GLC) of the requirement to which it was previously assigned to the 1220.1412 (Material Held For Future Use) account (See attachment 1).

If releasing assignments and the inventory item is unassigned successfully, the system displays an appropriate message. The inventory balances shown on the INVENTORY ITEMS window are updated to reflect the results of the Unassignment transaction. The Last Transaction Number text box is updated to reflect the number of the Unassignment transaction created.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

Attachment 1:

The following information is printed on the RF-8010 form when unassigning Central Office Equipment:

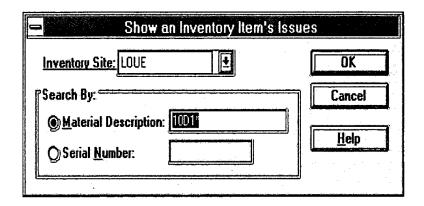
- Transfer Report No. The state responsible for the inventory item followed by the OSPCM Material Inventory Transaction Number (e.g., KY11184)
- Purpose of Transfer This field always equals "Adj. Accounts".
- Ship/Transfer From (Credit)
 - Location The inventory site responsible for the inventory item.
 - State The state responsible for the inventory item.
 - **Geo. Loc.** The exception geographic location code of the substep to which the inventory item was assigned.
 - Auth. No. The job number to which the inventory item was assigned.
 - **RCO** The responsibility code of the inventory site responsible for the inventory item.
 - RCC The responsibility code of the inventory site responsible for the inventory item.
 - **Field Code** The field reporting code (FRC) of the substep to which the inventory item was assigned (i.e., 257C).
 - **Vendor Order Number** The purchase order or select ticket on which the inventory item was shipped.
- Ship/Transfer To (Debit)
 - Location The inventory site responsible for the inventory item.
 - State The state responsible for the inventory item.
 - **Geo. Loc.** The geographic location code of the inventory site responsible for the inventory item.
 - **RCO** The responsibility code of the inventory site responsible for the inventory item.
 - RCC The responsibility code of the inventory site responsible for the inventory item.
 - Func. Code The function code of the Material Held For Future Use account. This field is always equal to "5C5T".
- Transportation Instructions
 - Field Code This field defaults to 6 blanks followed by an "M". Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.
- Engineering Contact
 - **Engineer** The name of the user's supervisor. The "user" is the person who unassigned the inventory item.
 - **Prepared By** The name of the person who unassigned the inventory item. The user's Common Userid (CUID) is used to obtain his/her name.
 - Date The date the inventory item was unassigned. This field is always equal to the current date.

- Remarks Remarks entered at the time the inventory item was unassigned.
- Equipment Description The description of the inventory item unassigned. If the material is serialized, its serial number will be printed following the material description.
- Cond. The condition of the material. This field always equals "G" (good).
- Qty. The quantity of material unassigned.
- Per This field always equals "EA" (each).
- Yr. Pl. The year the inventory item was receipted into inventory.

VIEW ISSUES

Once an issue has been created, you may view open issues. An open issue is one that still has an outstanding issue quantity (issue quantity > zero). An issue cannot be closed until the entire issued quantity has been reported used or the unused portion has been returned to the inventory site.

To view an issue, select "Show Issues" from the Inventory menu. The SHOW AN INVENTORY ITEM'S ISSUES dialog shown below is displayed. This function is available at all times to a Materials Management Manager or Materials Management Clerical user.



This dialog allows you to choose the inventory site and inventory item for which you would like to view issues. To view issues, you must type a valid inventory site in the Inventory Site combo box or select one from its drop-down list. The drop-down list contains a list of all inventory sites in the BellSouth region, excluding warehouse and Refurbished Central Office Equipment (RCOE) sites.

You must identify the inventory item by choosing one of the following:

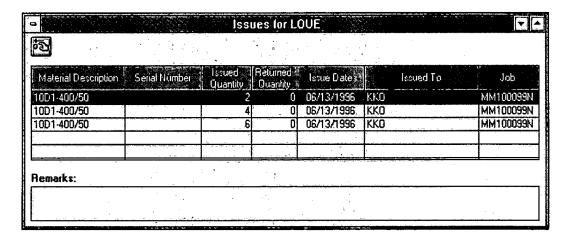
Material Description - Select the Material Description radio button and type a
material description in the Material Description text box to view open issues for
inventory items having a particular material description (serialized or non-serialized).
You may type an entire material description to view issues for inventory items having
that material description or you may type a partial material description using an
asterisk (*) to view open issues for inventory items having a material description
starting and/or ending with the portion you provided as described earlier. Material
Description is the default radio button.

• Serial Number - Select the Serial Number radio button to view open issues for serialized inventory items and type a serial number in the Serial Number text box. You may type an entire serial number to view open issues for that serial number or you may type a partial serial number using an asterisk (*) to view open issues for a serial number starting and/or ending with the portion you provided. For example, 234* displays open issues for inventory items having a serial number starting with "234"; *234 displays inventory items having a serial number ending in "234"; 2*4 displays inventory items having a serial number starting with "2" and ending in "4".

To get additional help while on this dialog, press the HELP button. To close this dialog without viewing issues, press the CANCEL button. To close this dialog and view issues, press the OK button. The system displays an appropriate message if either of the following conditions occur:

- If the inventory site entered is not valid, the system displays an error message. Respond to the message by pressing OK.
- If the material description or serial number entered is not valid, an error message is displayed. Respond to the message by pressing OK.
- If there are no open issues for the identified inventory item, an informative message is displayed. Respond to the message by pressing OK.

If there are open issues for the identified inventory item, the ISSUES FOR xxxx window shown below is displayed, where xxxx is the selected inventory site.



This window displays a list of all the open issues for the inventory item selected. The following information is displayed about each issue:

- Material Description The material description of the inventory item.
- Serial Number The serial number of the inventory item (if serialized).

- Issued Quantity The total quantity currently issued.
- Returned Quantity The quantity of the inventory item that you are returning. This field is populated with a zero on initial display of this window.
- Issue Date The date the inventory item was issued.
- Issued To The identifier of the person to whom the inventory item was issued.
- Job The job authority for which the inventory item was issued.
- Remarks Remarks that were recorded at issue time are shown in the Remarks text box for whichever issue has the marquee.

RETURN ISSUED MATERIAL

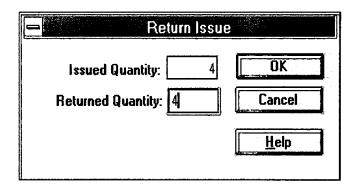
Under normal circumstances, an inventory item is issued, it is reported used and disbursed. When material is disbursed, the system closes the issue if the reported quantity plus any quantity auto-junked is greater than or equal to the issued quantity.

If the reported quantity is less than the issued quantity, the issue remains open until the remaining issued quantity is returned. This could happen if less than was assigned is reported, if a reel of cable is assigned to substeps that have not been worked yet or if a reel of cable has an unassigned balance.



You may return issued material by indicating that all or part of the issued quantity has been returned to the inventory site. Select an issue from the grid and press the Return Issued Material toolbar button located on the ISSUES window or select "Return Issued

Material" from the Actions menu. The Return Issue dialog shown below is displayed. This function is available only if you have security to update inventory in this inventory site.



This dialog is used to return issued material to the inventory site. The Issued Quantity text box displays the quantity currently issued. To return issued material, type the quantity returned in the Return Quantity text box.

To get additional help while on this dialog, press the HELP button. To close this dialog without returning the issued material, press the CANCEL button. To close this dialog and return the issued material, press the OK button. The system displays an appropriate message under the following conditions:

- If the quantity returned is equal to zero, an error message is displayed. Respond to the message by pressing OK.
- If the returned quantity is greater than the issued quantity, an error message is displayed. Respond to the message by pressing OK.

If no errors were found, the system decreases the issue quantity by the quantity returned and decreases the inventory item's at site balance by the quantity returned. If the issue quantity reaches zero, the system closes the issue. If the inventory item's at site balance reaches zero, the system marks the inventory item as no longer issued.

The Issued Quantity field on the ISSUES window is updated to reflect the current issued quantity and the Returned Quantity field is updated to reflect the total quantity returned since you displayed this window.

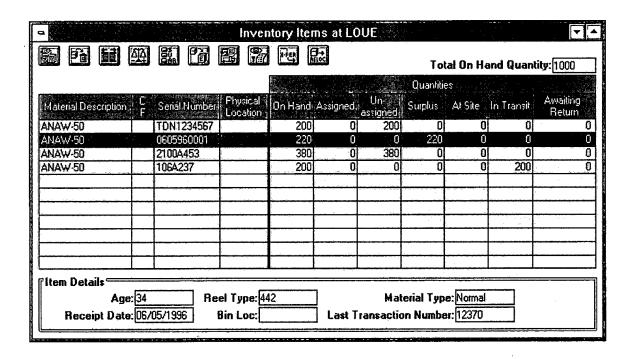
To close the ISSUES window, double-click the control box located in the upper left corner of the window.

VIEW MATERIAL INVENTORY TRANSACTIONS

Material inventory transactions may be viewed as a means of investigating the history of an inventory item at a specified inventory site. This section of the document describes several different ways in which transactions may be viewed.

VIEW DETAILS OF AN INVENTORY ITEM'S LAST TRANSACTION

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window shown below is displayed.



To view the transaction details for the last transaction that affected this inventory item, select an inventory item from the grid and press the Show Transactions toolbar button located on the INVENTORY ITEMS window or select "Show Transactions" from the Actions menu. The TRANSACTION DETAILS dialog shown on the following page is displayed. This function is available at all times to any Materials Management user.

This dialog allows you to view the details of the last transaction that affected the selected inventory item and to follow the transaction chain backwards to the first transaction that affected the selected inventory item. The Transaction Data frame displays the following general information about a transaction:

- Transaction No. The system generated number of the transaction.
- Transaction Type The type of transaction that affected this inventory item. Valid values are Order Receipt, Order Receipt Reversal, Assignment, Unassignment, Inventory Addition, Inventory Deletion, Inventory Status Change, Split A Reel, Reclassify to Exempt, Reclassify from Exempt, Transfer, Transfer Reversal, Transfer Receipt, Transfer Receipt Reversal, Return, Disbursement, Disbursement Reversal, Junk, Recover from Junk, Remove to Good, and Remove to Good Reversal.
- Material Description The material description of the inventory item affected by this transaction.
- **CUID** The common userid of the person who created the transaction. If this transaction was generated by the system (e.g., an assignment due to the receipt of material), this field will be populated with the word "SYSTEM".
- **Date** The date that the transaction occurred.

- **Time** The time of day that the transaction occurred.
- Quantity The quantity involved in the transaction.
- Amount The dollar amount involved in the transaction (quantity times the average price amount of the material item¹).

A transaction can be one-sided (e.g., Order Receipt transactions) or two-sided (e.g., Transfer transactions). There are two tabs on this dialog; one displaying transaction details for the FROM side of the transaction and one displaying the transaction details for the TO side of the transaction. The Transaction Details frame displays the following information:

• Inventory Site

| Transaction Type | From | То |
|-------------------------|-----------------------------|---------------------------|
| Order Receipt | | The inventory site |
| | | responsible for the |
| | | inventory item following |
| | | the transaction. |
| Order Receipt Reversal | The inventory site | |
| | responsible for the | |
| | inventory item prior to the | |
| | transaction. | |
| Assignment | The inventory site | The inventory site |
| | responsible for the | responsible for the |
| | inventory item prior to the | inventory item following |
| | transaction. (This is the | the transaction. (This is |
| | same as the To Inventory | the same as the From |
| | Site) | Inventory Site) |
| Unassignment | The inventory site | The inventory site |
|] | responsible for the | responsible for the |
| | inventory item prior to the | inventory item following |
| | transaction. (This is the | the transaction. (This is |
| | same as the To Inventory | the same as the From |
| | Site) | Inventory Site) |
| Inventory Status Change | The inventory site | The inventory site |
| | responsible for the | responsible for the |
| | inventory item prior to the | inventory item following |
| | transaction. (This is the | the transaction. (This is |
| | same as the To Inventory | the same as the From |
| | Site) | Inventory Site) |

The average price of cable is per 100 feet.

| Transaction Type | From | To |
|--------------------|-----------------------------|----------------------------|
| Inventory Addition | | The inventory site |
| | | responsible for the |
| | | inventory item following |
| | | the transaction. |
| Inventory Deletion | The inventory site | |
| | responsible for the | |
| | inventory item prior to the | |
| | transaction. | |
| Split A Reel | The inventory site | The inventory site |
| | responsible for the | responsible for the |
| | inventory item prior to the | inventory item following |
| | transaction. (This is the | the transaction. (This is |
| | same as the To Inventory | the same as the From |
| | Site) | Inventory Site) |
| Transfer | The inventory site from | The inventory site from |
| | which the inventory item | which the inventory item |
| | was transferred. (The | was transferred. (The |
| | inventory site of the | inventory site of the |
| | "sending" location) | "sending" location). The |
| | | "to" and "from" inventory |
| | | site is the same on a |
| | | Transfer transaction since |
| | | the "receiving" location |
| | | does not take |
| | | responsibility for the |
| | | inventory item until the |
| | | transfer is received. The |
| | | Transfer transaction only |
| | | moves the inventory item |
| | | from the unassigned or |
| | | surplus status to the in- |
| | | transit status in the |
| | | "sending" location. |

| Transaction Type | From | T |
|---------------------------|-------------------------------|--------------------------|
| Transfer Reversal | The inventory site from | The inventory site from |
| | which the inventory item | which the inventory item |
| | was transferred. (The | was transferred. (The |
| | inventory site of the | inventory site of the |
| | "sending" location) The | "sending" location) |
| | "to" and "from" inventory | |
| | site is the same on a | |
| | Transfer Reversal | |
| , | transaction since the | |
| | "receiving" location does | |
| | not take responsibility for | |
| | the inventory item until | |
| | the transfer is received. | |
| | The Transfer Reversal | |
| | transaction only moves the | |
| | inventory item from the | |
| | in-transit status back to the | |
| | unassigned or surplus | |
| | status in the "sending" | |
| | location. | |
| Transfer Receipt | The inventory site | The inventory site |
| | responsible for the | responsible for the |
| | inventory item prior to the | inventory item following |
| | transaction. (The | the transaction. (The |
| | inventory site of the | inventory site of the |
| | "sending" location) | "receiving" location) |
| Transfer Receipt Reversal | The inventory site | The inventory site |
| | responsible for the | responsible for the |
| | inventory item prior to the | inventory item following |
| | transaction. (The | the transaction. (The |
| | inventory site of the | inventory site of the |
| | "receiving" location) | "sending" location) |
| Reclassify to Exempt | The inventory site | |
| | responsible for the | |
| | inventory item prior to the | |
| | transaction. | |
| Reclassify from Exempt | | The inventory site |
| | | responsible for the |
| | | inventory item following |
| | | the transaction. |

;

| Transaction Type | From | To |
|-------------------------|-----------------------------|--------------------------|
| Return | The inventory site | |
| | responsible for the | |
| | inventory item prior to the | |
| | transaction. | |
| Disbursement | The inventory site | |
| | responsible for the | |
| | inventory item prior to the | |
| | transaction. | |
| Disbursement Reversal | | The inventory site |
| | | responsible for the |
| | | inventory item following |
| | | the transaction. |
| Remove to Good | | The inventory site |
| | | responsible for the |
| | | inventory item following |
| | | the transaction. |
| Remove to Good Reversal | The inventory site | |
| | responsible for the | |
| | inventory item prior to the | |
| | transaction. | |
| Junk | The inventory site | |
| | responsible for the | |
| | inventory item prior to the | |
| | transaction. | |
| Recover from Junk | | The inventory site |
| | | responsible for the |
| | | inventory item following |
| | | the transaction. |

• Serial Number - Displayed only if the inventory item is serialized.

| Transaction Type | From | To |
|-------------------------|-----------------------------|---------------------------|
| Order Receipt | | The serial number of the |
| | | inventory item following |
| | | the transaction. |
| Order Receipt Reversal | The serial number of the | |
| _ | inventory item prior to the | |
| | transaction. | |
| Assignment | The serial number of the | The serial number of the |
| | inventory item prior to the | inventory item following |
| | transaction. (This is the | the transaction. (This is |
| | same as the To Serial | the same as the From |
| | Number) | Serial Number) |
| Unassignment | The serial number of the | The serial number of the |
| | inventory item prior to the | inventory item following |
| | transaction. (This is the | the transaction. (This is |
| | same as the To Serial | the same as the From |
| | Number) | Serial Number) |
| Inventory Status Change | The serial number of the | The serial number of the |
| | inventory item prior to the | inventory item following |
| | transaction. (This is the | the transaction. (This is |
| | same as the To Serial | the same as the From |
| | Number) | Serial Number) |
| Inventory Addition | | The serial number of the |
| | | inventory item following |
| | | the transaction. |
| Inventory Deletion | The serial number of the | |
| | inventory item prior to the | |
| | transaction. | |
| Split A Reel | The serial number from | The serial number to |
| | which the inventory item | which the inventory item |
| | was split. | was split. |
| Transfer | The serial number of the | The serial number of the |
| | inventory item prior to the | inventory item following |
| | transaction. (This is the | the transaction. (This is |
| | same as the To Serial | the same as the From |
| | number) | Serial Number) |
| Transfer Reversal | The serial number of the | The serial number of the |
| | inventory item prior to the | inventory item following |
| | transaction. (This is the | the transaction. (This is |
| | same as the To Serial | the same as the From |
| | number) | Serial Number) |

| Transaction Type | From | To |
|---------------------------|-----------------------------|---------------------------|
| Transfer Receipt | The serial number of the | The serial number of the |
| } | inventory item prior to the | inventory item following |
| | transaction. (This is the | the transaction. (This is |
| | same as the To Serial | the same as the From |
| | number) | Serial Number) |
| Transfer Receipt Reversal | The serial number of the | The serial number of the |
| | inventory item prior to the | inventory item following |
| | transaction. (This is the | the transaction. (This is |
| | same as the To Serial | the same as the From |
| | number) | Serial Number) |
| Reclassify to Exempt | The serial number of the | |
| | inventory item prior to the | |
| | transaction. | |
| Reclassify from Exempt | | The serial number of the |
| | | inventory item following |
| | | the transaction. |
| Return | The serial number of the | |
| | inventory item prior to the | |
| | transaction. | |
| Disbursement | The serial number of the | |
| | inventory item prior to the | |
| | transaction. | |
| Disbursement Reversal | | The serial number of the |
| | • | inventory item following |
| | | the transaction. |
| Remove to Good | | The serial number of the |
| | | inventory item following |
| | | the transaction. |
| Remove to Good Reversal | The serial number of the | |
| | inventory item prior to the | |
| a) | transaction. | |
| Junk | The serial number of the | |
| | inventory item prior to the | |
| | transaction. | |
| Recover from Junk | | The serial number of the |
| | | inventory item following |
| | | the transaction. |

• Status

| Transaction Type | From | То |
|-------------------------|--|---|
| Order Receipt | | The status of the inventory item following the transaction. In this case, the value is "U" (unassigned). |
| Order Receipt Reversal | The status of the inventory item prior to the transaction. In this case, the value is "U" | |
| Assignment | The status of the inventory item prior to the transaction. In this case, the value is "U" or "S" (surplus). | The status of the inventory item following the transaction. In this case, the value is "A" (assigned). |
| Unassignment | The status of the inventory item prior to the transaction. In this case, the value is "A". | The status of the inventory item following the transaction. In this case, the value is "U". |
| Inventory Status Change | The status of the inventory item prior to the transaction. In this case, the value is "U", "S", or "AR" (awaiting return). | The status of the inventory item following the transaction. In this case, the value is "U", "S", or "AR". |
| Inventory Addition | | The status of the inventory item following the transaction. In this case, the value is "U". |
| Inventory Deletion | The status of the inventory item prior to the transaction. In this case, the value is "U" or "S". | |
| Split A Reel | The status of the inventory item prior to the transaction. In this case, the value is "U", "S", or "A". | The status of the inventory item following the transaction. In this case, the value is "U", "S", or "A". |
| Transfer | The status of the inventory item prior to the transaction. In this case, the value is "U" or "S". | The status of the inventory item following the transaction. In this case, the value is "IT" (in transit). |

| Transaction Type | From | T |
|---------------------------|-----------------------------|-----------------------------|
| Transfer Reversal | The status of the inventory | The status of the inventory |
| | item prior to the | item following the |
| | transaction. In this case, | transaction. In this case, |
| | the value is "IT". | the value is "U" or "S". |
| Transfer Receipt | The status of the inventory | The status of the inventory |
| | item prior to the | item following the |
| | transaction. In this case, | transaction. In this case, |
| | the value is "IT". | the value is "U". |
| Transfer Receipt Reversal | The status of the inventory | The status of the inventory |
| | item prior to the | item following the |
| | transaction. In this case, | transaction. In this case, |
| | the value is "U". | the value is "IT". |
| Reclassify to Exempt | The status of the inventory | |
| | item prior to the | • |
| | transaction. In this case, | |
| | the value is "U" or "S". | |
| Reclassify from Exempt | | The status of the inventory |
| | | item following the |
| | | transaction. In this case, |
| | | the value is "U". |
| Return | The status of the inventory | |
| | item prior to the | |
| | transaction. In this case, | |
| | the value is "AR". | |
| Disbursement | The status of the inventory | |
| | item prior to the | |
| | transaction. In this case, | |
| | the value is "A". | |
| Disbursement Reversal | | The status of the inventory |
| | | item following the |
| | | transaction. In this case, |
| | | the value is "A". |
| Remove to Good | | The status of the inventory |
| | | item following the |
| | | transaction. In this case, |
| | | the value is "U". |
| Remove to Good Reversal | The status of the inventory | |
| | item prior to the | |
| | transaction. In this case, | |
| | the value is "U". | |

| Transaction Type | From | То |
|-------------------|-----------------------------|-----------------------------|
| Junk | The status of the inventory | |
| | item prior to the | |
| | transaction. In this case, | |
| | the value is "U" or "S". | |
| Recover from Junk | | The status of the inventory |
| | | item following the |
| | | transaction. In this case, |
| | | the value is "U". |

• Balance - For non-serialized inventory, the balance represents the quantity of inventory of a particular inventory status for this material description at this inventory site. For serialized inventory, the balance represents the quantity of inventory of a particular inventory status for this serial number at this inventory site.

| Transaction Type | From | To |
|-------------------------|----------------------------|----------------------------|
| Order Receipt | | The balance of the |
| | | inventory item in the |
| | | unassigned status |
| | | following the transaction. |
| Order Receipt Reversal | The balance of the | |
| | inventory item in the | |
| | unassigned status | |
| | following the transaction. | |
| Assignment | The balance of the | The balance of the |
| | inventory item in the | inventory item in the |
| | unassigned or surplus | assigned status following |
| | status following the | the transaction. |
| | transaction. | |
| Unassignment | The balance of the | The balance of the |
| | inventory item in the | inventory item in the |
| | assigned status following | unassigned status |
| | the transaction. | following the transaction. |
| Inventory Status Change | The balance of the | The balance of the |
| | inventory item in the | inventory item in the |
| | unassigned, surplus, or | unassigned, surplus, or |
| | awaiting return status | awaiting return status |
| · | following the transaction. | following the transaction. |
| Inventory Addition | | The balance of the |
| | | inventory item in the |
| | | unassigned status |
| | | following the transaction. |

| Transaction Type | From | To |
|---------------------------|-----------------------------------|----------------------------|
| Inventory Deletion | The balance of the | |
| | inventory item in the | |
| | unassigned or surplus | |
| | status following the | |
| | transaction. | |
| Split A Reel | The balance of the | The balance of the |
| 1 | inventory item in the | inventory item in the |
| | unassigned, surplus, or | unassigned, surplus, or |
| | assigned status following | assigned status following |
| | the transaction. | the transaction. |
| Transfer | The balance of the | The balance of the |
| 1 | inventory item in the | inventory item in the |
| | unassigned or surplus | intransit status following |
| | status following the | the transaction. |
| | transaction. | |
| Transfer Reversal | The balance of the | The balance of the |
| | inventory item in the | inventory item in the |
| | intransit status following | unassigned or surplus |
| | the transaction. | status following the |
| | | transaction. |
| Transfer Receipt | The balance of the | The balance of the |
| Transfer Receipt | inventory item in the | inventory item in the |
| | intransit status following | unassigned status |
| | the transaction. | following the transaction. |
| Transfer Receipt Reversal | The balance of the | The balance of the |
| Transfer Receipt Reversar | inventory item in the | inventory item in the |
| | unassigned status | intransit status following |
| | following the transaction. | the transaction. |
| Reclassify to Exempt | The balance of the | the transaction. |
| Reclassify to Exempt | inventory item in the | |
| | , | |
| | unassigned or surplus | |
| | status following the transaction. | |
| Doologgift from E | uansaction. | The balance of the |
| Reclassify from Exempt | | |
| | | inventory item in the |
| | | unassigned status |
| Return | The balance of the | following the transaction. |
| Keturii | | |
| | inventory item in the | |
| | awaiting return status | |
| | following the transaction. | |

| Transaction Type | From | To |
|-------------------------|----------------------------|----------------------------|
| Disbursement | The balance of the | |
| | inventory item in the | |
| İ | assigned status following | |
| | the transaction. | |
| Disbursement Reversal | | The balance of the |
| | | inventory item in the |
| | | assigned status following |
| | | the transaction. |
| Remove to Good | | The balance of the |
| | | inventory item in the |
| | | unassigned status |
| | | following the transaction. |
| Remove to Good Reversal | The balance of the | |
| | inventory item in the | |
| | unassigned status | |
| | following the transaction. | |
| Junk | The balance of the | |
| | inventory item in the | |
| | unassigned or surplus | |
| | status following the | |
| | transaction. | |
| Recover from Junk | | The balance of the |
| | | inventory item in the |
| | | unassigned status |
| | | following the transaction. |

• Destination Site

| Transaction Type | From | То |
|-------------------|--|--|
| Transfer | | The inventory site to which the inventory item was transferred. (The inventory site of the |
| | | "receiving" location) |
| Transfer Reversal | The inventory site to which the inventory item was transferred. (The inventory site of the "receiving" location) | |

Job

| Transaction Type | From | То |
|-----------------------|--|--|
| Assignment | | The job authority to which the inventory item is assigned following the transaction. |
| Unassignment | The job authority to which the inventory item was assigned prior to the transaction. | |
| Split A Reel | If splitting assigned inventory, this field displays the job authority to which the inventory was assigned prior to the transaction. (This is the same as the To Job) | If splitting assigned inventory, this field displays the job authority to which the inventory was assigned following the transaction. (This is the same as the From Job) |
| Disbursement | The job authority to which the inventory item was assigned prior to the transaction. | |
| Disbursement Reversal | | The job authority to which the inventory item was re- assigned following the transaction. |
| Junk | If this transaction was created as a result of a disbursement (CUID = "AUTOJNK" for an autojunk), this field displays the job authority of the last assignment on the reel; otherwise this field is blank. | · |

• Print

| Transaction Type | From | To |
|-----------------------|----------------------------|----------------------------|
| Assignment | | The job print to which the |
| | | inventory item is assigned |
| | | following the transaction. |
| Unassignment | The job print to which the | |
| | inventory item was | |
| | assigned prior to the | |
| | transaction. | |
| Split A Reel | If splitting assigned | If splitting assigned |
| | inventory, this field | inventory, this field |
| | displays the job print to | displays the job print to |
| | which the inventory was | which the inventory was |
| | assigned prior to the | assigned following the |
| | transaction. (This is the | transaction. (This is the |
| | same as the To Print) | same as the From Print) |
| Disbursement | The job print to which the | |
| | inventory item was | |
| | assigned prior to the | |
| | transaction. | |
| Disbursement Reversal | | The job print to which the |
| | | inventory item was re- |
| | | assigned following the |
| | | transaction. |
| Junk | If this transaction was | |
| | created as a result of a | |
| | disbursement (CUID = | |
| | "AUTOJNK" for an auto- | |
| | junk), this field displays | |
| | the job print of the last | |
| | assignment on the reel; | |
| | otherwise this field is | |
| | blank. | |

• Step

| Transaction Type | From | To |
|-----------------------|----------------------------|----------------------------|
| Assignment | | The job step to which the |
| | | inventory item is assigned |
| | | following the transaction. |
| Unassignment | The job step to which the | |
| | inventory item was | |
| | assigned prior to the | |
| | transaction. | |
| Split A Reel | If splitting assigned | If splitting assigned |
| | inventory, this field | inventory, this field |
| | displays the job step to | displays the job step to |
| | which the inventory was | which the inventory was |
| | assigned prior to the | assigned following the |
| | transaction. (This is the | transaction. (This is the |
| | same as the To Step) | same as the From Step) |
| Disbursement | The job step to which the | |
| | inventory item was | |
| | assigned prior to the | |
| | transaction. | |
| Disbursement Reversal | | The job step to which the |
| | | inventory item was re- |
| | | assigned following the |
| | | transaction. |
| Junk | If this transaction was | |
| | created as a result of a | |
| İ | disbursement (CUID = | |
| | "AUTOJNK" for an auto- | · |
| | junk), this field displays | |
| | the job step of the last | |
| | assignment on the reel; | |
| | otherwise this field is | |
| | blank. | |

• GLC - The geographic location code

| Transaction Type | From | То |
|------------------------|------------------------------|----------------------------|
| Order Receipt | | If the material is central |
| | | office equipment |
| | | (mtl_process_cd = "CE"), |
| | | this field displays the |
| | | exception GLC of the job |
| | | substep for which it was |
| | | ordered; otherwise it |
| | | displays the GLC of the |
| | | inventory site responsible |
| | | for the inventory item |
| | | following the transaction. |
| Order Receipt Reversal | If the material is central | |
| | office equipment, this | |
| | field displays the | |
| | exception GLC of the job | |
| | substep for which it was | |
| | ordered; otherwise it | |
| | displays the GLC of the | |
| | inventory site responsible | |
| 1 | for the inventory item | |
| | prior to the transaction. | |
| Assignment | If this assignment is due to | If the inventory item is |
| | an order receipt and the | central office equipment, |
| | inventory item is central | this field displays the |
| | office equipment, this | exception GLC of the job |
| | field displays the | substep to which it is |
| | exception GLC of the job | assigned; otherwise it |
| | substep for which it was | displays the GLC of the |
| | ordered; otherwise it | inventory site responsible |
| | displays the GLC of the | for the inventory item. |
| | inventory site responsible | |
| 7.7 | for the inventory item. | THE CLO CIL |
| Unassignment | If the inventory item is | The GLC of the inventory |
| | central office equipment, | site responsible for the |
| | this field displays the | inventory item. |
| | exception GLC of the job | |
| | substep to which it was | |
| | assigned; otherwise it | |
| | displays the GLC of the | |
| | inventory site responsible | |
| | for the inventory item. | |

| Transaction Type | From | To |
|-------------------------|-----------------------------|------------------------------|
| Inventory Status Change | The GLC of the inventory | The GLC of the inventory |
| | site responsible for the | site responsible for the |
| | inventory item. (This is | inventory item. (This is |
| | the same as the To GLC) | the same as the From |
| | | GLC) |
| Inventory Addition | | The GLC of the inventory |
| | | site responsible for the |
| | | inventory item following |
| | | the transaction. |
| Inventory Deletion | The GLC of the inventory | |
| | site responsible for the | |
| | inventory item prior to the | |
| | transaction. | |
| Split A Reel | The GLC of the inventory | The GLC of the inventory |
| | site responsible for the | site responsible for the |
| | inventory item prior to the | inventory item following |
| | transaction. (This is the | to the transaction. (This is |
| | same as the To GLC) | the same as the From |
| | | GLC) |
| Transfer | The GLC of the inventory | The GLC of the inventory |
| | site from which the | site from which the |
| | inventory item was | inventory item was |
| | transferred. (The GLC of | transferred. (The GLC of |
| | the "sending" inventory | the "sending" inventory |
| | site) | site) Since the "to" and |
| | | "from" inventory site |
| | | represents the "sending" |
| | | inventory site on a |
| | | Transfer transaction, the |
| | | "to" and "from" GLC |
| | | represents the GLC of the |
| | | "sending" inventory site. |

| Transaction Type | From | To |
|--------------------------------------|-----------------------------|---|
| Transfer Reversal | The GLC of the inventory | The GLC of the inventory |
| | site from which the | site from which the |
| | inventory item was | inventory item was |
| | transferred. (The GLC of | transferred. (The GLC of |
| | the "sending" inventory | the "sending" inventory |
| | site) Since the "to" and | site) |
| | "from" inventory site | |
| | represents the "sending" | |
| | inventory site on a | |
| | Transfer Reversal | |
| | transaction, the "to" and | |
| | "from" GLC represents | |
| | the GLC of the "sending" | |
| | inventory site. | |
| Transfer Receipt | The GLC of the inventory | The GLC inventory site |
| | site responsible for the | responsible for the |
| | inventory item prior to the | inventory item following |
| i | transaction. (The GLC of | the transaction. (The GLC |
| | the "sending" inventory | of the "receiving" |
| | site) | inventory site) |
| Transfer Receipt Reversal | The GLC of the inventory | The GLC inventory site |
| | site responsible for the | responsible for the |
| | inventory item prior to the | inventory item following |
| | transaction. (The GLC of | the transaction. (The GLC |
| | the "receiving" inventory | of the "sending" inventory |
| 7 | site) | site) |
| Reclassify to Exempt | The GLC of the inventory | |
| | site responsible for the | |
| | inventory item prior to the | |
| D = 1 = = 10 · C · · · · · · · · · · | transaction. | The CLC of the bounds |
| Reclassify from Exempt | | The GLC of the inventory |
| | | site responsible for the |
| | | inventory item following the transaction. |
| Dotum | The CLC of the inventors | the transaction. |
| Return | The GLC of the inventory | |
| | site responsible for the | |
| | inventory item prior to the | |
| l | transaction. | |

| Transaction Type | From | То |
|-------------------------|---|--|
| Disbursement | If the inventory item is central office equipment, this field displays the exception GLC of the job substep to which it was assigned; otherwise it displays the GLC of the inventory site responsible for the inventory item. | |
| Disbursement Reversal | | If the inventory item is central office equipment, this field displays the exception GLC of the job substep to which it is assigned; otherwise it displays the GLC of the inventory site responsible for the inventory item. |
| Remove to Good | | The GLC of the inventory site responsible for the inventory item following the transaction. |
| Remove to Good Reversal | The GLC of the inventory site responsible for the inventory item prior to the transaction. | |
| Junk | The GLC of the inventory site responsible for the inventory item prior to the transaction. | |
| Recover from Junk | | The GLC of the inventory site responsible for the inventory item following the transaction. |

• Order Master No.

| Transaction Type | From | То |
|------------------------|---|---|
| Order Receipt | | The OrderMaster Number on which the inventory item was ordered. |
| Order Receipt Reversal | The OrderMaster Number on which the inventory item was ordered. | |

• Line Number

| Transaction Type | From | То |
|------------------------|----------------------|----------------------|
| Order Receipt | | The OrderMaster Line |
| | | Number on which the |
| | | inventory item was |
| | | ordered. |
| Order Receipt Reversal | The OrderMaster Line | |
| | Number on which the | |
| | inventory item was | |
| | ordered. | |

• Return To Loc

| Transaction Type | From | То |
|------------------|-------------------------|----|
| Return | The vendor or warehouse | |
| | to which the inventory | |
| | item was returned. | |

• Return Auth No.

| Transaction Type | From | То |
|------------------|--------------------------|----|
| Return | The Return Authorization | |
| | Number assigned to the | |
| | return. | |

• FC/FRC - The function code (FC) or Field Reporting Code (FRC) affected by this transaction.

| Transaction Type | From | To |
|-------------------------|---|---|
| Order Receipt | | If the material was ordered direct to code, this field displays the FRC (e.g., 22C) to which the material was ordered; otherwise it displays the FC "5C50". |
| Order Receipt Reversal | If the material was ordered direct to code, this field displays the FRC to which the material was ordered; otherwise it displays the FC "5C50". | |
| Assignment | If this assignment is due to an order receipt and the inventory item was ordered direct to code, this field displays the FRC to which the material was ordered; otherwise it displays the FC "5C50". If this assignment is not due to an order receipt and the inventory item is central office equipment this field displays the FC "5C5T". | If this assignment is due to an order receipt and the inventory item was ordered direct to code, this field displays the FRC to which the material was ordered; otherwise it displays the FC "5C50". If this assignment is not due to an order receipt and the inventory item is central office equipment, this field displays the FRC of the job substep to which the inventory item is assigned. |
| Unassignment | If the inventory item was ordered direct to code, this field displays the FRC of the job substep to which it was assigned; otherwise it displays the FC "5C50". | If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50". |
| Inventory Status Change | If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50". | If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50". |

| Transaction Type | From | To |
|---------------------------|----------------------------|----------------------------|
| Inventory Addition | | If the inventory item is |
| | | central office equipment, |
| | | this field displays the FC |
| | | "5C5T"; otherwise it |
| | | displays the FC "5C50". |
| Inventory Deletion | If the inventory item is | |
| | central office equipment, | |
| · | this field displays the FC | |
| | "5C5T"; otherwise it | |
| | displays the FC "5C50". | |
| Split A Reel | This field always displays | This field always displays |
| | the FC "5C50". Note: | the FC "5C50". Note: |
| | Only cable may be split | Only cable may be split |
| | and cable is not central | and cable is not central |
| | office equipment nor is it | office equipment nor is it |
| | ordered direct to code. | ordered direct to code. |
| Transfer | If the inventory item is | If the inventory item is |
| | central office equipment, | central office equipment, |
| , | this field displays the FC | this field displays the FC |
| | "5C5T"; otherwise it | "5C5T"; otherwise it |
| | displays the FC "5C50". | displays the FC "5C50". |
| Transfer Reversal | If the inventory item is | If the inventory item is |
| | central office equipment, | central office equipment, |
| | this field displays the FC | this field displays the FC |
| | "5C5T"; otherwise it | "5C5T"; otherwise it |
| | displays the FC "5C50". | displays the FC "5C50". |
| Transfer Receipt | If the inventory item is | If the inventory item is |
| | central office equipment, | central office equipment, |
| | this field displays the FC | this field displays the FC |
| | "5C5T"; otherwise it | "5C5T"; otherwise it |
| | displays the FC "5C50". | displays the FC "5C50". |
| Transfer Receipt Reversal | If the inventory item is | If the inventory item is |
| | central office equipment, | central office equipment, |
| | this field displays the FC | this field displays the FC |
| | "5C5T"; otherwise it | "5C5T"; otherwise it |
| | displays the FC "5C50". | displays the FC "5C50". |
| Reclassify to Exempt | If the inventory item is | |
| | central office equipment, | |
| | this field displays the FC | İ |
| | "5C5T"; otherwise it | |
| | displays the FC "5C50". | |

| Transaction Type | From | To |
|-------------------------|--|---|
| Reclassify from Exempt | | If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50". |
| Return | If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50". | |
| Disbursement | If the inventory item was ordered direct to code, this field displays the FRC to which the material was ordered; otherwise it displays the FC "5C50". | |
| Disbursement Reversal | | If the inventory item was ordered direct to code, this field displays the FRC to which the material was ordered; otherwise it displays the FC "5C50". |
| Remove to Good | | If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50". |
| Remove to Good Reversal | If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50". | • |
| Junk | If this transaction was created as a result of a disbursement (CUID = "AUTOJNK" for an autojunk), this field displays the FRC of the last assignment on the reel; otherwise it displays the FC "5C50". | , |

| Transaction Type | From | То |
|-------------------|------|-----------------------------|
| Recover from Junk | | If this transaction was |
| | | created as a result of a |
| | | disbursement reversal |
| | | (CUID = "SYSTEM"), |
| | | this field displays the FRC |
| | | that the inventory item |
| | | was junked from; |
| | | otherwise it displays the |
| | | FC "5C50". |

• Previous Transaction Number - The previous transaction number that affected this inventory item at this inventory site (e.g., If this was an Assignment transaction for serial number 1234 at inventory site SVVL, the previous transaction number could be an Order Receipt transaction for serial number 1234 at SVVL).

| Transaction Type | From | То |
|------------------------|------------------------------|------------------------------|
| Order Receipt | | The transaction number |
| | | that affected this inventory |
| | | item prior to this |
| | | transaction. If this is non- |
| | | serialized material without |
| | | an existing inventory |
| | | balance or if this is |
| | | serialized material, the |
| | | previous transaction |
| | | number is 0 since this is |
| | | the start of its transaction |
| | | chain. |
| Order Receipt Reversal | The transaction number | |
| | that affected this inventory | |
| | item prior to this | |
| | transaction. | |
| Assignment | The transaction number | The transaction number |
| | that affected this inventory | that affected this inventory |
| 1 | item prior to this | item prior to this |
| | transaction. (This is the | transaction. (This is the |
| | same as the To Previous | same as the From Previous |
| | Transaction Number) | Transaction Number) |

| Transaction Type | From | То |
|-------------------------|---|--|
| Unassignment | The transaction number that affected this inventory item prior to this transaction. (This is the | The transaction number that affected this inventory item prior to this transaction. (This is the |
| Inventory Status Change | same as the To Previous Transaction Number) The transaction number | same as the From Previous Transaction Number) The transaction number |
| inventory status change | that affected this inventory item prior to this transaction. (This is the same as the To Previous Transaction Number) | that affected this inventory item prior to this transaction. (This is the same as the From Previous Transaction Number) |
| Inventory Addition | | The transaction number that affected this inventory item prior to this transaction. If this is non-serialized material without an existing inventory balance or if this is serialized material, the previous transaction number is 0 since this is the start of its transaction chain. |
| Inventory Deletion | The transaction number that affected this inventory item prior to this transaction. | · |
| Split A Reel | The transaction number that affected this inventory item (i.e., the old reel) prior to this transaction. | The transaction number that affected this inventory item (i.e., the new reel) prior to this transaction. Since the split was made to a new reel, the To Previous Transaction Number is 0 since this is the start of its transaction chain. |

| Transaction Type | From | To |
|---------------------------|------------------------------|------------------------------|
| Transfer | The transaction number | The transaction number |
| | that affected this inventory | that affected this inventory |
| | item prior to this | item prior to this |
| | transaction at the old | transaction at the old |
| | inventory site. (Since the | inventory site. (Since the |
| | inventory site did not | inventory site did not |
| | change on a Transfer | change on a Transfer |
| | transaction, this is the | transaction, this is the |
| | same as the To Previous | same as the From Previous |
| | Transaction Number) | Transaction Number) |
| Transfer Reversal | The transaction number | The transaction number |
| | that affected this inventory | that affected this inventory |
| | item prior to this | item prior to this |
| | transaction at the old | transaction at the old |
| | inventory site. (Since the | inventory site. (Since the |
| | inventory site did not | inventory site did not |
| | change on a Transfer | change on a Transfer |
| | Reversal transaction, this | Reversal transaction, this |
| | is the same as the To | is the same as the From |
| | Previous Transaction | Previous Transaction |
| | Number) | Number) |
| Transfer Receipt | The transaction number | The transaction number |
| | that affected this inventory | that affected this inventory |
| | item prior to this | item prior to this |
| | transaction at the old | transaction at the new |
| | inventory site. | inventory site. If the |
| | | inventory item does not |
| | | already exist in the new |
| | | inventory site, the To |
| | | Previous Transaction |
| | | Number is 0 since this is |
| | | the start of its transaction |
| T. C. D D 1 | TO 1 | chain. |
| Transfer Receipt Reversal | The transaction number | The transaction number |
| | that affected this inventory | that affected this inventory |
| | item prior to this | item prior to this |
| | transaction at the new | transaction at the old |
| Deslegaifute Frances | inventory site. | inventory site. |
| Reclassify to Exempt | The transaction number | |
| | that affected this inventory | |
| | item prior to this | |
| | transaction. | |

| Transaction Type | From | То |
|-------------------------|---|--|
| Reclassify from Exempt | | The transaction number that affected this inventory item prior to this transaction. If this is non-serialized material without an existing inventory balance or if this is serialized material, the previous transaction number is 0 since this is the start of its transaction chain. |
| Return | The transaction number that affected this inventory item prior to this transaction. | |
| Disbursement | The transaction number that affected this inventory item prior to this transaction. | |
| Disbursement Reversal | | The transaction number that affected this inventory item prior to this transaction. |
| Remove to Good | | The transaction number that affected this inventory item prior to this transaction. If this is nonserialized material without an existing inventory balance or if this is serialized material, the previous transaction number is 0 since this is the start of its transaction chain. |
| Remove to Good Reversal | The transaction number that affected this inventory item prior to this transaction. | |

| Transaction Type | From | To |
|-------------------|------------------------------|------------------------------|
| Junk | The transaction number | |
| | that affected this inventory | |
| | item prior to this | |
| ł | transaction. | |
| Recover from Junk | | The transaction number |
| | | that affected this inventory |
| | | item prior to this |
| | | transaction. If this is non- |
| | | serialized material without |
| | | an existing inventory |
| | | balance or if this is |
| | | serialized material, the |
| | | previous transaction |
| | | number is 0 since this is |
| | | the start of its transaction |
| | | chain. |

• Next Transaction Number - The next transaction number that affected this inventory item at this inventory site (e.g. If this was an Assignment transaction for serial number 1234 at inventory site SVVL, the next transaction number could be a Disbursement transaction for serial number 1234 at inventory site SVVL).

| Transaction Type | From | To |
|------------------------|-------------------------------|------------------------------|
| Order Receipt | | The transaction number |
| | | that affected this inventory |
| | | item following this |
| | | transaction. |
| Order Receipt Reversal | The transaction number | |
| | that affected this inventory | |
| | item following this | |
| | transaction. If this is non- | |
| | serialized material without | |
| | an inventory balance or if | |
| | this is serialized material, | |
| | the From Next Transaction | |
| | is 0 since this is the end of | |
| | its transaction chain. | |

| Transaction Type | From | To |
|-------------------------|-------------------------------|------------------------------|
| Assignment | The transaction number | The transaction number |
| | that affected this inventory | that affected this inventory |
| | item following this | item following this |
| | transaction. (This is the | transaction. (This is the |
| | same as the To Next | same as the From Next |
| | Transaction Number) | Transaction Number) |
| Unassignment | The transaction number | The transaction number |
| | that affected this inventory | that affected this inventory |
| | item following this | item following this |
| | transaction. (This is the | transaction. (This is the |
| | same as the To Next | same as the To Next |
| | Transaction Number) | Transaction Number) |
| Inventory Status Change | The transaction number | The transaction number |
| | that affected this inventory | that affected this inventory |
| | item following this | item following this |
| | transaction. (This is the | transaction. (This is the |
| | same as the To Next | same as the To Next |
| | Transaction Number) | Transaction Number) |
| Inventory Addition | | The transaction number |
| | · | that affected this inventory |
| | | item following this |
| | | transaction. |
| Inventory Deletion | The transaction number | |
| | that affected this inventory | |
| | item following this | |
| • | transaction. If this is non- | |
| | serialized material without | |
| | an inventory balance or if | |
| | this is serialized material, | |
| | the From Next Transaction | |
| | is 0 since this is the end of | |
| | its transaction chain. | · |
| Split A Reel | The transaction number | The transaction number |
| | that affected this inventory | that affected this inventory |
| | item (i.e., the old reel) | item (i.e., the new reel) |
| | following this transaction. | following this transaction. |
| | If the entire reel was split | |
| | to a new reel, the From | |
| | Next Transaction is 0 | |
| | since this is the end of its | |
| | transaction chain. | |

| Transaction Type | From | То |
|-------------------|------------------------------|------------------------------|
| Transfer | The transaction number | The transaction number |
| | that affected this inventory | that affected this inventory |
| | item following this | item following this |
| | transaction at the old | transaction at the old |
| | inventory site. (Since the | inventory site. (Since the |
| | inventory site did not | inventory site did not |
| | change on a Transfer | change on a Transfer |
| | transaction, this is the | transaction, this is the |
| | same as the To Previous | same as the From Previous |
| | Transaction Number) | Transaction Number) |
| Transfer Reversal | The transaction number | The transaction number |
| | that affected this inventory | that affected this inventory |
| | item following this | item following this |
| | transaction at the old | transaction at the old |
| | inventory site. (Since the | inventory site. (Since the |
| | inventory site did not | inventory site did not |
| | change on a Transfer | change on a Transfer |
| | Reversal transaction, this | Reversal transaction, this |
| | is the same as the To | is the same as the From |
| | Previous Transaction | Previous Transaction |
| | Number) | Number) |
| Transfer Receipt | The transaction number | The transaction number |
| | that affected this inventory | that affected this inventory |
| | item following this | item following this |
| | transaction at the old | transaction at the new |
| | inventory site. If this is | inventory site. |
| | non-serialized material | |
| | without an inventory | |
| · | balance or if this is | |
| | serialized material, the | |
| | From Next Transaction is | |
| | 0 since this is the end of | |
| | its transaction chain | |
| | (unless the transfer receipt | |
| | is reversed, then the From | |
| | Next Transaction is the | |
| | transaction number of the | |
| | Transfer Receipt | |
| | Reversal). | |

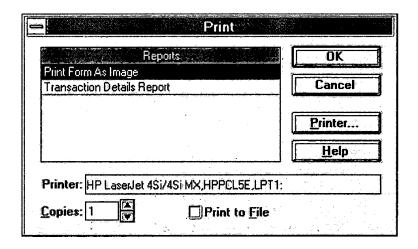
| Transaction Type | From | Т |
|---------------------------|-------------------------------|------------------------------|
| Transfer Receipt Reversal | The transaction number | The transaction number |
| • | that affected this inventory | that affected this inventory |
| | item following this | item following this |
| | transaction at the new | transaction at the old |
| | inventory site. If this is | inventory site. |
| | non-serialized material | • |
| | without an inventory | |
| | balance or if this is | |
| | serialized material, the | |
| | From Next Transaction is | |
| | 0 since this is the end of | |
| | its transaction chain. | |
| Reclassify to Exempt | The transaction number | |
| | that affected this inventory | |
| | item following this | |
| | transaction. If this is non- | |
| | serialized material without | |
| | an inventory balance or if | |
| | this is serialized material, | |
| | the From Next Transaction | |
| | is 0 since this is the end of | |
| | its transaction chain. | |
| Reclassify from Exempt | | The transaction number |
| | | that affected this inventory |
| | | item following this |
| | | transaction. |
| Return | The transaction number | |
| | that affected this inventory | |
| | item following this | |
| | transaction. If this is non- | |
| | serialized material without | |
| | an inventory balance or if | |
| | this is serialized material, | |
| | the From Next Transaction | |
| | is 0 since this is the end of | |
| | its transaction chain. | |

| Transaction Type | From | To |
|-------------------------|--|--|
| Disbursement | The transaction number that affected this inventory item following this transaction. If this is non-serialized material without an inventory balance or if this is serialized material, the From Next Transaction is 0 since this is the end of its transaction chain. | |
| Disbursement Reversal | | The transaction number that affected this inventory item prior to this transaction. |
| Remove to Good | | The transaction number that affected this inventory item prior to this transaction. |
| Remove to Good Reversal | The transaction number that affected this inventory item following this transaction. If this is nonserialized material without an inventory balance or if this is serialized material, the From Next Transaction is 0 since this is the end of its transaction chain. | |
| Junk | The transaction number that affected this inventory item following this transaction. If this is nonserialized material without an inventory balance or if this is serialized material, the From Next Transaction is 0 since this is the end of its transaction chain. | |
| Recover from Junk | | The transaction number that affected this inventory item following this transaction. |

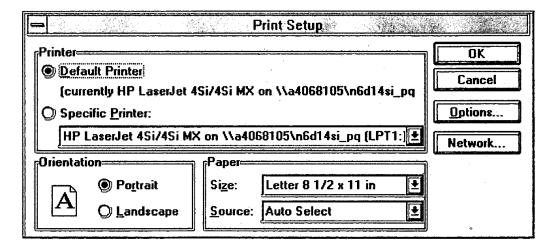
The Remarks text box displays the remarks that were entered at the time the transaction was created.

Using the PREVIOUS and NEXT buttons allows you to trace the history of an inventory item. Press the PREVIOUS button to have the system display the previous transaction that affected this inventory item at this inventory site. Press the NEXT button to have the system display the next transaction that affected this inventory item at this inventory site.

To print a Transaction Details report, press the PRINT button. The PRINT dialog shown below is displayed.



This dialog allows you to print a report. The Reports grid contains a list of the available reports. The Copies text box sets the number of copies to print and defaults to 1. The Print to File check box allows you to save the report in a file instead of printing it on paper. The Printer text box displays your default printer. To change the printer, press the PRINTER button. The PRINT SETUP dialog shown below is displayed.



This is the Microsoft Windows Print Setup dialog that allows you to change your default printer.

To get help while on the PRINT dialog, press the HELP button. To close the dialog without printing, press the CANCEL button.

To print a copy of the current window as an image (aka screen print), select Print Form as Image from the Reports grid and press the OK button. An image of the TRANSACTION DETAILS window is printed.

To print a Transaction Details report, which shows the To and From sides of the transaction simultaneously, select Transaction Details Report from the Reports grid and press the OK button. A Transaction Details report similar to the one shown below is generated.

MP-10339

TRANSACTION DETAILS

By: Karin Olinger (yjlgrqd)

Date: 07/18/1996 Job: MA04MITD

Site:

Transaction Data:

Transaction Number: 12799

Remarks:

Transaction Type: Inventory Status Change Material Description: 10A1-200/30

CUID: YJLGRQD

Date: 07/18/1996

Quantity: 1

Time: 14:59:25

Amount: \$90.58

Transaction Details:

FROM:

Inventory Site: LOUE Serial Number: Status: U

Balance: 2 Destination Site:

Step: GeoLoc: 51338

Job:

Print:

OrderMaster No.: Line Number: Return To Loc: Return Auth. No.:

FC/FRC: 5C50

Previous Transaction Number: 12798

Next Transaction Number: 12801

TO:

Inventory Site: LOUE Serial Number: Status: AR

Balance: 1 Destination Site:

Job: Print:

Step: GeoLoc: 51338 OrderMaster No.: Line Number: Return To Loc:

Return Auth. No.: FC/FRC: 5C50

Previous Transaction Number: 12798

Next Transaction Number: 12801

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BellSouth OSPCM

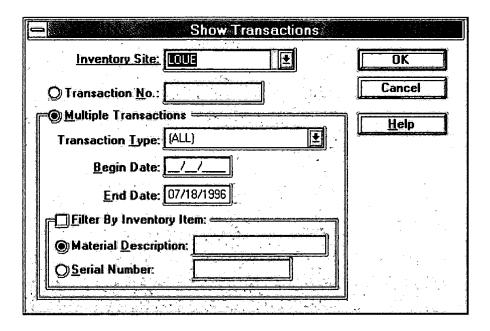
To get additional help while on the Transaction Details dialog, press the HELP button. To close the dialog, press the CLOSE button.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

VIEW MULTIPLE TRANSACTIONS



To view multiple transactions, press the Show Transactions toolbar button located on the main MATERIALS MANAGEMENT window or select "Show Transactions" from the Inventory menu. The SHOW TRANSACTIONS dialog shown below is displayed. This function is available at all times to any Materials Management user.



To identify the transactions to view, you must provide the following information:

Inventory Site - Type a valid inventory site in the Inventory Site list box or select one from its drop down list. The drop down list contains a list of all inventory sites including warehouse and Refurbished Central Office Equipment (RCOE) sites. If the inventory site entered is not valid, the system displays an appropriate error message when you leave this field. Respond to the message by pressing OK.

Next, click the Multiple Transactions radio button (this is the default) to indicate that you wish to view multiple transactions. Once clicked, you may optionally view transactions of a specific type, within a specific date range, or for a specific inventory item. To filter the transactions to be displayed identify one or more of the following:

Transaction Type - Select a valid transaction type from the Transaction Type drop down list to indicate that only transactions of a specific type are to be displayed or accept the default of "ALL". Available transaction types are Order Receipt, Order Receipt Reversal, Assignment, Unassignment, Inventory Addition, Inventory Deletion, Inventory Status Change, Split A Reel, Reclassify to Exempt, Reclassify from Exempt, Transfer, Transfer Reversal, Transfer Receipt, Transfer Receipt Reversal, Return, Disbursement, Disbursement Reversal, Junk, Recover from Junk, Remove to Good, and Remove to Good Reversal.

- **Begin Date** Type a valid date in the Begin Date text box to indicate that only transactions created on this date or later are to be displayed. There is no default.
- End Date Type a valid date in the End Date text box to indicate that only transactions created prior to this date or earlier are to be displayed. The End Date defaults to the current date.

You may view the transactions for a specific inventory item by selecting the Filter by Inventory Item check box and selecting one of the following radio buttons:

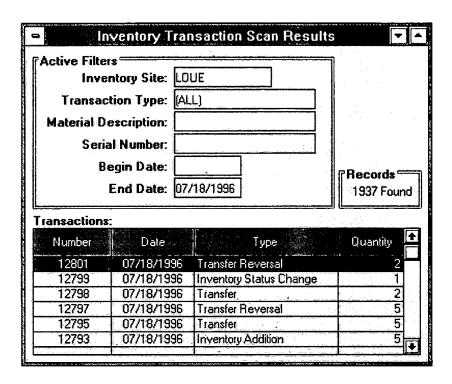
- Material Description Select this radio button to view transactions for a particular serialized or non-serialized material description (This is the default). Type a valid material description in the Material Description text box. You may type an entire material description to view transactions involving that material description or you may type a partial material description using an asterisk (*) to view material descriptions starting and/or ending with the portion you provided as described earlier. Material Description is the default radio button.
- Serial Number Select this radio button to view transactions for a particular serial number. Type a serial number in the Serial Number text box. You may type an entire serial number to view transactions involving a that serial number or you may type a partial serial number using an asterisk (*) to view transactions involving a serial number starting and/or ending with the portion you provided. For example, 234* displays inventory items having a serial number starting with "234"; *234 displays inventory items having a serial number ending in "234"; 2*4 displays inventory items having a serial number starting with "2" and ending in "4".

To get additional help while on this dialog, press the HELP button. To close this dialog without displaying transactions, press the CANCEL button. To close this dialog and display the transactions that meet your criteria, press the OK button. The system displays an appropriate error message if the following conditions occur:

- If the material description is not valid.
- If an invalid date is entered (e.g., 2/31/95).
- If the begin date or end date is greater than the current date.
- If the begin date is greater than the end date.

Respond to the message by pressing OK.

If no errors occur and there are transactions that exist for the criteria specified, the INVENTORY TRANSACTION SCAN RESULTS window shown below is displayed; otherwise an appropriate message is displayed indicating that there were no transactions found. Respond to the message by pressing OK.



This window displays the results of the transaction scan. The Active Filters frame displays the filters used to run the transaction scan as follows:

- **Inventory Site** The inventory site responsible for the identified inventory item.
- Transaction Type If you specified that only transactions of a certain type were to be displayed, this field displays the transaction type selected; otherwise it displays "ALL".
- Material Description If you specified that only transactions of a certain material description were to be displayed, this field displays the material description selected; otherwise it is blank.
- Serial Number If you specified that only transactions of a certain serial number were to be displayed, this field displays the serial number selected; otherwise it is blank.
- **Begin Date** If you specified that only transactions created on or after a certain date were to be displayed, this field displays the date selected; otherwise it is blank.

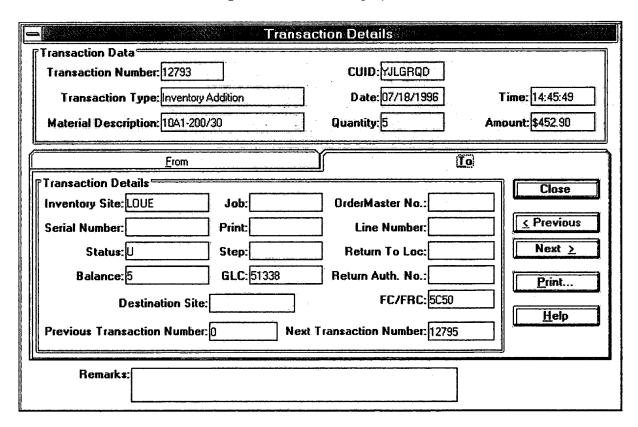
• End Date - If you specified that only transactions created on or before a certain date were to be displayed, this field displays the date selected; otherwise it displays the current date.

The Records frame displays the total number of transactions found.

The Transactions grid displays a list of transactions starting with the most recent transaction for the identified filters. The following information is displayed:

- Number The number of the transaction.
- Date The date the transaction was created.
- Type The type of transaction created.
- Quantity The quantity involved in the transaction.

To view a transaction in more detail, double-click a transaction in the Transactions grid. The TRANSACTION DETAILS dialog shown below is displayed.

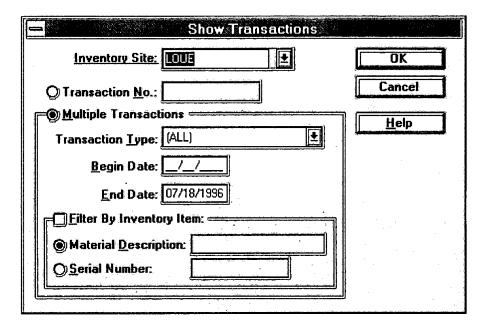


This dialog displays details about the selected transaction as described earlier.

To close the TRANSACTION DETAILS dialog, press the CLOSE button. To close the INVENTORY TRANSACTION SCAN RESULTS window, double-click the control box located in the upper left corner of the window.

VIEW A SINGLE TRANSACTION

To view a single transaction, press the Show Transactions toolbar button located on the main MATERIALS MANAGEMENT window or select "Show Transactions" from the Inventory menu. The SHOW TRANSACTIONS dialog shown below is displayed. This function is available at all times to any Materials Management user.



To identify the transaction to view, you must provide the following information:

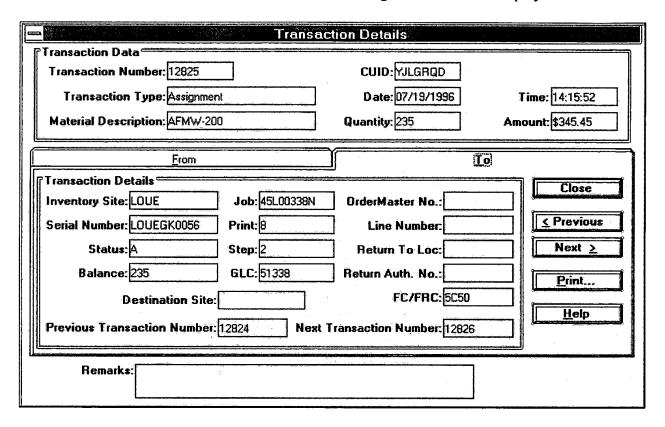
Inventory Site - Type a valid inventory site in the Inventory Site list box or select one from its drop down list. The drop down list contains a list of all inventory sites including warehouse and Refurbished Central Office Equipment (RCOE) sites. If the inventory site entered is not valid, the system displays an appropriate error message when you leave this field. Respond to the message by pressing OK.

Next, click the Transaction No. radio button to indicate that you wish to view a specific transaction and type the transaction number in the Transaction Number text box.

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To get additional help while on this dialog, press the HELP button. To close this dialog without viewing the transaction, press the CANCEL button. To close this dialog and display the identified transaction, press the OK button. If the transaction number entered does not exist, the system displays an appropriate error message. Respond to the message by pressing OK.

If no errors occur, the TRANSACTION DETAILS dialog shown below is displayed.



This dialog displays details about the selected transaction as described earlier.

To close the TRANSACTION DETAILS dialog, press the CLOSE button.

BELLSOUTH OSPCMTM OUTSIDE PLANT CONSTRUCTION MANAGEMENT

FUNCTIONAL SPECIFICATION MODULE:

Description of System

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The Outside Plant Construction Management (OSPCMTM) system was developed by BellSouth and is used in conjunction with the construction of communication facilities.

This transaction describes the processes required to automatically authorize and approve contractor work tasks entered into Job Entry - Other. These tasks may create a separate Routine Work authorization or be accomplished under an Engineering Work authorization.

Routine Work Authorize and Approval

Provides methods to automatically authorize and approve work tasks entered into Job Entry - Other if the individual logged on has the proper audthority level. If a higher level is required, notify the user and provide ability for such approval. Establish tracking of completed work to ensure that continued correct approval levels are maintained.

Process Flow:

- Use the security log on process to obtain the individual user CUID for approval level processing.
- Create tables in OSPCM to set the allowed dollar approval limits for each Management level for the type work in process. The data for this table should be obtained from the BST Network Approval Schedule.
- Calculate the estimated dollar values of the proposed work tasks during data entry and use at save to determine if individual logged on has correct level for dollar amount.
- If dollar level in prior calculation is correct do an automatic authorize and approval (else)

 If dollar level in the prior calculation is above allowed level for individual logged on, present a warning message that higher level approval is required.
- The above warning message will not prevent work requests from going to the contractor but higher level approval should be obtained as soon as possible and in any event contractor payment will not be processed until correct approval is made.
- Provide for tracking of completed tasks to avoid exceeding approval limits after work starts. Need to track completion expenditures and cumulate for the job.
- Should over expenditures require higher approval a separate area is available to provide users with the
 job specifics so that a listing of any job in need of higher approval appears and may be opened to see
 the dollar details.
- Provides a search capability and the means to effect the approval. Also gives status of the job.

Benefits

The process will reduce much manual calculations and record keeping for each set of tasks by management level. This will maintain compliance with Corporate contract approval rules.

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Benefits

The process will reduce much manual calculations and record keeping for each set of tasks by management level. This will maintain compliance with Corporate contract approval rules.

FUNCTIONAL SPECIFICATION MODULE: Job Entry

Description of System

The Outside Plant Construction Management (OSPCM TM) system was developed by BellSouth and is used in conjunction with the construction of communication facilities. This transaction describes the processes required to schedule the work tasks necessary to add, change or remove BellSouth outside plant facilities. This transaction is dependent on the OSPCM TM Configuration process.

Configuration Process

This is the input to the scheduling process. This process creates a scheduling networks. The Configuration process determines the type of work on a task or substep and assigns a resource. This process also groups the work in to logical groups called scheduling activities and then places them in a sequence based on the scheduling sequence codes. This process establishes a Date Type (start or completion), crew size, a priority and completion date for the entire scheduling network based on user input or default time periods. The last thing that configuration does is to establish start and end dates on each scheduling activity using the Critical Path Method.(CPM).

Scheduling Batch Process

- 1. This process creates a schedule for each resource group (Supervisor group) and contains work for 20 weeks. The scheduling process will never schedule work on a date that is past. No work scheduled in weeks 21 and greater.
- 2. This is a batch process that always runs on Saturday night and can be run at the user's descresion on any and all other nights of the week. This process creates a priority list of scheduling activities based on adjusted CPM start and end dates, priorities, date types and activity dependencies. The system will adjust the CPM dates so that when the scheduling process runs no activity will be scheduled in the past. (If it runs tonight then the earliest schedule start date on any activity will be tomorrow's

FUNCTIONAL SPECIFICATION MODULE: Job Entry

date.)

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- 3. This process creates resource availability tables for each work group or resource pools (Supervisor Group). Each worker has a profile in OSPCM which identifies the number of hours/day and the days/week that he is available to work. This profile also includes any vacation, training or misc off time.
- 4. After establishing the priority list and the resource availability tables then the process simply schedules the first activity based on the available resources for the CPM dates. If resources are not available for a particular CPM date then the system will move the activity out in the schedule until resources can be found. All activities are scheduled from the priority list in order even if resources are not available on the CPM dates.

The scheduling module also contains the ability to adjust information on scheduling networks. This information includes desired completion dates, crew size, resource groups and priorities. This information is used to establish CPM dates and prioritize the activities during the scheduling batch process. The user also has the ability to move work tasks from one activity to another, change the sequence of work by changing the activity dependencies.

The user also has the ability to manually move work into or out of the schedule within week one or week two. The user can also lock down work so that the scheduling process will ignore resource availability when scheduling the locked down activity.

Scheduling reports and graphs are available in the scheduling module including individual schedules for each resource group.

BELLSOUTH OSPCMTM OUTSIDE PLANT CONSTRUCTION MANAGEMENT

FUNCTIONAL SPECIFICATION MODULE: Job Entry

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BELLSOUTH OSPCMTM OUTSIDE PLANT CONSTRUCTION MANAGEMENT

FUNCTIONAL SPECIFICATION MODULE: Job Entry

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FUNCTIONAL SPECIFICATION MODULE:

Materials Management:

Materials Management module of OSPCM is a comprehensive mechanized ordering system that requires little manual intervention. This module's predecessor was the Major Apparatus and Cable System (MACS). MACS had some similar features that required substantial manual intervention where Materials Management is mechanized. In the following pages the bold paragraphs are unique to OSPCM Materials Management.

Business Solution 1

The Materials Management Business Solution Area I deals with satisfying a material requirement on an Outside Plant Construction Engineering Work Order (EWO) or a Plant Work Order (PWO) job with new material. All new material is obtained through a real-time interface with OrderMaster, the front-end interface to REGIS and CAPRI. All PIDed items, those with a Product Identifier, are sent from OrderMaster to REGIS to be fulfilled, if possible, by a BellSouth Telecommunications (BST) warehouse. All non-PIDed items are sent from OrderMaster to CAPRI to be fulfilled by an outside vendor, such as AT&T. This Business Solution area is broken down into eight sections:

- Calculate Order Date
- Identify Today's Requirements
- Order Material Requirements
- · View an Order
- Receive Shipment Details
- Receipt Ordered Material
- Send Receipt Notification to CAPRI
- Set Preferences

Each section is briefly described and then broken down into the actual navigational flow through the presentation and/or process. The purpose of this document is to gain consensus as to the deliverable for Materials Management Business Solution Area I.

The first section deals with calculating the order date for a material requirement. This process is called by the OSPCM Scheduling application each time a scheduling activity obtains a new schedule start date.

The second section deals with identifying material requirements that need to be satisfied today so that the material is available when the job is scheduled to be worked. An automated process will execute each night to identify those requirements for any open (i.e., not closed, cancelled, or completed) EWO-job that has been approved. The process

¹ A PWO job will not be automatically identified as needing requirements to be fulfilled. These
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FUNCTIONAL SPECIFICATION MODULE:

will flag any open substep within that job that needs material and whose order date is less than or equal to today as having a material requirement that needs to be satisfied today. Each flagged substep may later be retrieved by a Visual Basic (VB) presentation window.

The third section deals with satisfying a material requirement with a new order. This area allows you to retrieve requirements for a specific job or to retrieve those requirements identified as needing to be satisfied today. The former is the method of choice in an emergency situation. The system provides a presentation that allows you to display a specific job or a list of jobs that have material requirements that need to be satisfied today. You then select those requirements you wish to order. The selected requirements are pre-processed and grouped into one or more orders/order items due to aggregation and various other ordering rules. The system provides a presentation that allows you to view each order created before it is sent to OrderMaster. Appropriate changes can be made at this time, such as deaggregating requirements aggregated to an order item within the order or changing the location to which an order should be shipped. You then send each order to OrderMaster separately. OrderMaster returns an OrderMaster Number ("Q" Number) if the order was processed successfully, indicates that the order has been queued, or indicates that an error was found.

The fourth section involves viewing an order which has already been sent to OrderMaster. This area allows you to retrieve a specific order and view details about that order and its associated line items. You may display a specific order via its OrderMaster Number, a Purchase Order Number or Select Ticket Number on which the order was or will be fulfilled, or via the Job Number for which the material was ordered.

The fifth section involves receiving shipment details from the procurement systems for an ordered item. An automated process will run each time shipment details are received from either REGIS or CAPRI. Shipment details are received from REGIS when a select ticket is created, each time a select ticket number changes (e.g. future day ticket to current day ticket), when the quantity or material to be shipped is changed, when a select ticket item is cancelled, or when the select ticket is loop closed indicating that the material has been shipped. Shipment details are received from CAPRI when a purchase order is created, when a shipment date has changed, or when a purchase order item is cancelled.

The sixth section involves receipting ordered material into inventory once the material has been shipped and delivered to the appropriate location. You have the choice of retrieving items to be receipted either by the OrderMaster Number on which the material was ordered or by the Purchase Order Number(vendor orders) or Select Ticket Number

requirements must be identified manually and ordered on an individual basis.

FUNCTIONAL SPECIFICATION MODULE:

(BST warehouse orders) on which the material was shipped. The system provides a presentation that allows you to display order items within a specific order, order items shipped on a specific Purchase Order, or order items shipped on a specific Select Ticket. A list of items already receipted or to be receipted is displayed. The material can be receipted into inventory as unassigned material, receipted into inventory and assigned to the appropriate substep within the job for which it was ordered, or receipted into inventory and flagged as material to be returned.

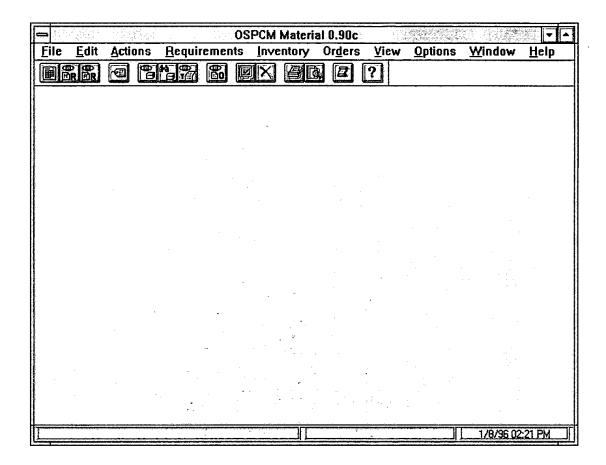
The seventh section involves sending receipt notification to CAPRI, the system that processes outside vendor orders. All material ordered from an outside vendor must be reported to CAPRI after it has been received into inventory so that CAPRI may authorize payment to the vendor. This section describes MATERIALS MANAGEMENT's daily interface to report order receipts to CAPRI. Since this is an automatic process initiated by the system on a daily basis, there is no user interface.

The eighth section involves setting user preferences. The system provides a presentation that allows you to set various preferences, such as the toolbar's position and a default location to be used throughout the application.

The navigation through the Materials Management application is done from the Materials Management application window, which has a button toolbar and pulldown menus to drive user selections.

The application window for Materials Management is shown on the next page.

FUNCTIONAL SPECIFICATION MODULE:



FUNCTIONAL SPECIFICATION MODULE:

The first eight toolbar buttons on the OSPCM Material window apply only to Materials Management. Their functions are as follows:

- Show Today's Requirements
- Show a Job's Needed Requirements
- Show All Requirements for a Job
- Receipt an Order
- Show Inventory Item
- Inventory Scan
- Show Transactions
- Show an Order Summary

The remaining toolbar buttons are standard buttons that appear in all OSPCM applications. The first, second, fourth, and eight toolbar buttons are described in this document. The other Materials Management buttons are described in later business solutions.

Business Solution 2

The MATERIALS MANAGEMENT Business Solution Area II deals with satisfying a material requirement on an Outside Plant Construction Engineering Work Order (EWO) or a Plant Work Order (PWO) job with existing inventoried material. This method of satisfying a requirement may be used instead of ordering new material. This Business Solution area is broken down into three (3) sections:

- Satisfy a Material Requirement with Inventory
- Approve a Transfer Request
- Receipt Transferred Material

Each section is briefly described and then broken down into the actual navigational flow through the presentation. The purpose of this document is to gain consensus as to the deliverable for MATERIALS MANAGEMENT Business Solution Area II.

The first section deals with retrieving material requirements that need to be satisfied and satisfying those requirements with either an assignment or a transfer request. The procedures for retrieving requirements are presented in Business Solution Area I (BS10VER.DOC). When material requirements are displayed, an indicator is shown for each requirement that can be satisfied from existing inventory at the requirement's inventory site. You may choose to make assignments from the inventory found or initiate another inventory scan t search for suitable substitutions for which assignments or transfer requests may be made.

FUNCTIONAL SPECIFICATION MODULE:

The second section deals with approving a transfer request to satisfy a material requirement or rejecting a transfer request. You may display simultaneously the transfer requests that need to be approved by your inventory site and the transfer requests that have been approved by your inventory site but have not been received. You may transfer the inventory item requested, transfer a substitute for the inventory item requested, reject the transfer request, or cancel an approved transfer request that has not been received.

The third section deals with receipting transferred material. You may display simultaneously the inventory items that have been transferred to your inventory site but have not been received into your inventory and the transfer requests that have been made by your inventory site but have not been approved for transfer. You may receipt an inventory item that has not been received or cancel any transfer request that has not been approved.

Business Solution 3

The MATERIALS MANAGEMENT Business Solution Area III deals with the management of inventory. This Business Solution area is broken down into 19 sections:

- View a Job's Material Requirements
- Issue Material Needed on a Job
- View an Inventory Item
- View Assignments
- Junk an Inventory Item
- Split a Reel of Cable
- Adjust an Inventory Balance
- Change the Status of an Inventory Item
- Exempt an Inventory Item
- Return an Inventory Item
- Transfer an Inventory Item
- Relocate an Inventory Item
- Add an Inventory Item
- View Issues
- View Material Inventory Transactions
- Run an Inventory Scan
- Process Material Usage
- Report Material Inventory Transactions to Asset Management
- Report Reconciliation File to Asset Management

FUNCTIONAL SPECIFICATION MODULE:

Each section is briefly described and then broken down into the actual navigational flow through the presentation. The purpose of this document is to gain consensus as to the deliverable for MATERIALS MANAGEMENT Business Solution Area III.

The first section deals with viewing a job's material requirements. This allows you to monitor the status of the material needed to work an approved job. You can view each requirement within the job, showing how much material is required, how much has been procured, how much has been assigned, how much still needs to be procured, and how much has been issued. You can also view any orders, shipments, transfer requests, or transfers made to satisfy the requirements that have not yet been delivered.

The second section deals with issuing the material needed on a job. Issuing material allows you to keep track of inventory that has been taken off the inventory yard to be used on a job. The issued inventory item is now considered "at site". The issue indicates to whom the material was issued, when the material was issued, and for which job the material was issued. Issues may be closed when the material is brought back to the inventory yard or when the substep is completed and its material disbursed.

The third section deals with viewing inventory items for which you have responsibility. These inventory items may be located at your inventory site, at an alternate storage location, or at a job site. You can view information about a specific inventory item including its inventory status and associated balances. You can also use several functions to manage your inventory such as junking and adjusting an inventory balance. Each function is described in a different section of the document.

The fourth section describes the function of viewing assignments. You can view the requirements to which an inventory item is assigned and unassign the inventory item from selected requirements. Unassigning an inventory item indicates that the inventory item is no longer reserved for use on a specific job. This makes it available to be assigned to any other job within the Construction Management Center (CMC) that needs this type of material. If a job is cancelled or a requirement is deleted, the system automatically unassigns the associated inventory item. You might want to unassign an inventory item yourself because the material is damaged and cannot be used.

The fifth section describes the function of junking an inventory item. Junking an inventory item deletes the inventory item from the system and is usually done to clear a reel of cable. When cable is reported used (disbursed), the system automatically junks the remaining cable on the reel if the CMC responsible for the

FUNCTIONAL SPECIFICATION MODULE:

inventory item is using the auto-junk feature and the remaining quantity is unassigned and less than or equal to the auto-junk quantity set by the CMC. You might want to junk an inventory item yourself because you are working in a CMC that is not using the auto-junk feature or you are junking a non-cable inventory item.

The sixth section describes the function of splitting a reel of cable. Splitting a reel of cable creates a new inventory item. It involves moving some or all of the cable from a reel to a new reel or to a hand-coil. You might want to split a reel of cable because you physically need to have the cable in two different places at the same time.

The seventh section describes the function of adjusting an inventory item's balance. You can increase or decrease both the unassigned and surplus inventory balances following a physical inventory.

The eighth section describes the function of changing the status of an inventory item. You can move some or all of an inventory balance among the unassigned, surplus, and awaiting return statuses. You might want to move a spare unassigned balance to surplus to make it available to anyone in the BellSouth region or instead of returning undamaged material you might want to move it to the unassigned status so that it may be used to satisfy a requirement on a rush job.

The ninth section describes the function of exempting an inventory item. You can reclassify a surplus or unassigned inventory item as exempt material so that it no longer remains a part of your inventory records. This is usually done to make material available for use on maintenance type work.

The tenth section describes the function of returning an inventory item. You can return damaged or unwanted material to either a BellSouth Telecommunications (BST) warehouse or to an outside vendor, like Lucent.

The eleventh section describes the function of transferring an inventory item. You can transfer an inventory item from your inventory site to another inventory site when you do not have a formal transfer request to approve. The use of this function should be limited to times of natural disaster when you may need to move a lot of inventory to handle emergency jobs.

The twelfth section describes the function of relocating an inventory item. You can change the bin location of an inventory item in your inventory yard or, since you can only transfer inventory items between inventory sites, move an inventory item located at an alternate address back to your inventory site or vice versa.

FUNCTIONAL SPECIFICATION MODULE:

The thirteenth section deals with adding an inventory item. You can add an inventory item by recovering the material from junk, by reclassifying the material from exempt, by identifying the material as being needed on a Turn-Key job, by identifying the material as inventory converted from the Major Apparatus and Cable System (MACS), or by specifying the source of the material as "other". "Other" is used when you find material on your yard during a physical inventory and do not know where it came from. This function is also used by the BST emergency warehouses to replenish their emergency and consignment stock.

The fourteenth section deals with viewing issues. You can view open issues and return issued material. If all the material issued to you was not used, you may return the unused portion to the inventory site.

The fifthteenth section describes the function of viewing inventory transactions. You can specify the transactions you want to view in several ways. One way is to specify the transaction number. Another way is to specify an inventory item (e.g., serial number 456789). A third way is to specify the type of transactions (e.g., junk transactions). Depending on the method chosen, you may be shown either a transaction scan results window or a transaction details dialog. The transaction scan results window displays a list of transactions starting with the most recent transaction. From here you may choose a transaction to view in greater detail. The transaction detail dialog displays additional information about the transaction such as who created the transaction and what job was affected by the transaction. This dialog allows you to "walk" the transaction chain backwards to the point the inventory item first became your responsibility (e.g., an order receipt) or forwards to the point the inventory item was no longer your responsibility (e.g., a disbursement).

The sixteenth section deals with scanning inventory. You can specify several options for creating an inventory scan report. The report is designed to aid in a physical inventory and may be viewed on your screen or may be printed.

The seventeenth section deals with processing material usage. Once material is placed in service, it is reported "used" by either a Telephone Company (TELCO) employee or by a contractor hired to do the work. Sometimes material is taken out of service and is put back into inventory. In both cases, if the material reported is tracked in inventory, the system must respond by either decreasing or increasing the appropriate inventory balance. This section describes how MATERIALS MANAGEMENT reacts when material usage is reported. Since this is an automatic process initiated by the system whenever material usage is reported, there is no user interface.

$\begin{array}{c} \textbf{BELLSOUTH OSPCM}^{\text{\tiny TM}} \\ \textbf{OUTSIDE PLANT CONSTRUCTION MANAGEMENT} \end{array}$

FUNCTIONAL SPECIFICATION MODULE:

The eighteenth section deals with reporting material inventory transactions to the Asset Management system. Certain types of inventory transactions, those that affect the dollars in the non-exempt holding account (12201100), must be reported to accounting. This section describes MATERIALS MANAGEMENT's daily interface to report such inventory transactions to Asset Management which maintains the 12201100 account. Since this is an automatic process initiated by the system on a daily basis, there is no user interface.

The nineteenth section deals with reporting current inventory units to Asset Management in the form of a reconciliation file so that any discrepancies in the accounting records may be corrected. Asset Management can make a request for the file at any time by providing the information necessary to create the report. Since this is an automatic process initiated by the system upon receipt of the necessary information from Asset Management, there is no user interface.

Business Solution 4

The purpose of MATERIALS MANAGEMENT Business Solution Area IV is to gain consensus on how material requirements are handled when the Jobentry-EWO application makes one or more of the following changes to substep²:

- Indicates that the material requirement is no longer needed either because the job or substep was deleted.
- Changes the description of the material required on the substep
- Changes the custom features required on the substep (i.e., creating, updating, or deleting the custom features)
- Changes the quantity of material required on the substep

When a change is made to a substep, Jobentry-EWO checks the material status of the substep and, based on that status, decides whether or not to call a Materials Management function to handle any material that may have already been procured or assigned to that substep. A substep can have one of the following material statuses:

- Unnecessary The substep requires no material.
- Needed All of the material required on the substep has not yet been

² A substep is a breakdown of the work required on a job step.

³ For the purposes of this document, "procured" includes the following material statuses: Ordered, Shipped, Transfer Requested, and Transferred.

FUNCTIONAL SPECIFICATION MODULE:

procured; pending orders or transfers may exist or a partial assignment may exist⁴. If the remaining needed quantity on the substep is greater than zero but less than the substep's order quantity, the requirement is "partially satisfied".

- Ordered The material required on the substep has been ordered; a
 pending transfer or partial assignment may also exist. The substep
 obtains a material status of "ordered" because that is the method of
 procurement used last.
- Shipped The material required on the substep has been shipped; a pending transfer or partial assignment may also exist.
- Transfer Requested The material required on the substep has been requested for transfer; a pending order or partial assignment may also exist. The substep obtains a material status of "transfer requested" because that is the method of procurement used last.
- Transferred The material required on the substep has been transferred; a pending order or partial assignment may also exist.
- Received All of the material required on the substep has been received and assigned to the substep; no pending orders or transfers exist.
- Disbursed All of the material required on the substep has been reported and the substep is complete.

If a material requirement has changed (e.g., material description) and the substep has a material status of "needed", a call is made to Materials Management because the substep may be partially satisfied. If needed, any pending orders or transfers are disassociated from the substep and any material assigned to the substep is unassigned.

If the requirement is no longer needed (e.g., the substep is deleted) and the substep has a material status of "needed", a call is made to Materials Management only if the requirement has been partially satisfied; otherwise no call is made.

Regardless of the change made, if the substep has one of the "procured" material statuses, a call is made to Materials Management to disassociate any pending orders or transfers from the substep and to unassign any material that may be assigned to the substep.

Regardless of the change made, if the substep has a material status of "unnecessary", no call is made to Materials Management since material is not needed or the substep is complete. If the substep has a material status of "disbursed", Jobentry-EWO does not allow changes to be made.

⁴ A pending order or transfer is one in which the ordered or transferred material has not be received into inventory.

FUNCTIONAL SPECIFICATION MODULE:

The Materials Management function handles one type of change at a time. If multiple changes are to be made, the order in which the changes should be processed is as follows:

- A change in material description or custom features
- A change in order quantity

Depending on the nature of the change and the material status of the substep at the time of the change, one or more of the following may occur when a call is made to Materials Management:

- Pending transfers may be disassociated from the substep Disassociating
 the substep from its transfer will mean that any material transferred for
 that substep will be received into inventory as unassigned material upon
 delivery.
- Pending orders may be disassociated from the substep Disassociating
 the substep from its order will mean that any material ordered for that
 substep will be received into inventory as unassigned material upon
 delivery.
- Material assigned to the substep may be unassigned Unassigning the material from the substep means that the material is no longer reserved for use on that substep.
- The remaining needed quantity on the substep may be adjusted
- The material status of the substep may be changed

After the material which has already been procured or assigned to the substep has been successfully handled, Jobentry-EWO may delete the substep, change the description of the material required, create/update/delete the custom features required, or change the quantity required.

MATERIAL REQUIREMENT IS NO LONGER NEEDED

A substep may be deleted when an engineer makes a revision to an approved job and the substep is no longer required or an entire job may be cancelled because of budget reasons, etc. If a substep is to be deleted or a job is to be cancelled, any material that has already been procured or assigned to the substep(s) must be handled. To do so, Jobentry-EWO provides the identifier of the substep, the substep's old order quantity, and a new order quantity equal to zero to the Materials Management function⁵. Passing a new order

⁵ If cancelling a job, Jobentry-EWO must call this function for each substep requiring material within the job.

FUNCTIONAL SPECIFICATION MODULE:

quantity of zero means that the requirement is no longer needed which prompts the system to take the appropriate action.

NEEDED OR PROCURED STATUS

If the material needed on a substep has already been procured or partially satisfied, any pending orders or transfers must be entirely disassociated from the substep and any material already assigned to the substep must be unassigned as follows:

- Transfer Request If the substep has a pending transfer, the action taken by the system depends on whether or not the transfer request has been approved.
 - Unapproved If the transfer request has not been approved, the substep is disassociated from the transfer request and, if the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed. If multiple transfer requests exist, the system disassociates the substep from each transfer request found.
 - Approved If the transfer request has been approved, the substep is disassociated
 from the transfer request, but the transfer request is not deleted because the
 inventory item has been transferred and may have been shipped. The transfer
 request must remain in existence so that the inventory item may be receipted. If
 multiple transfer requests exist, the system disassociates the substep from each
 transfer request found.
- Order Request If the substep has a pending order, the system changes the quantity to be assigned to the substep to zero. If multiple orders exist, the system changes the quantity to be assigned to the substep to zero on each order found.
- Assignment If the substep has an assignment, the system takes the following action:
 - Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity assigned to the substep.
 - Records an Unassignment material inventory transaction. If multiple assignments exist, the system creates an Unassignment material inventory transaction for each assignment found. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

Disassociation occurs first from the transfers, then from the orders, and then from the assignments until the old order quantity has been disassociated or there are no more

$\begin{array}{c} \textbf{BELLSOUTH OSPCM}^{\text{\tiny{TM}}} \\ \textbf{OUTSIDE PLANT CONSTRUCTION MANAGEMENT} \end{array}$

FUNCTIONAL SPECIFICATION MODULE:

orders, transfers, or assignments from which to disassociate, whichever comes first.

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO changes the status of the substep to "DE" (deleted).

RECEIVED STATUS

If the material needed on a substep has already been received, all of the material assigned to the substep must be unassigned as follows:

- The associated inventory item's assigned balance is decreased and its unassigned balance is increased by the quantity assigned to the substep.
- Records an Unassignment material inventory transaction. If multiple assignments exist, the system creates an Unassignment material inventory transaction for each assignment found. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO changes the status of the substep to "DE" (deleted).

Changing THE MATERIAL DESCRIPTION or a CUSTOM FEATURE OF a substep

If the material description or custom feature is to be changed on a substep, any material that has already been procured or assigned to the substep(s) must be handled. To do so, Jobentry-EWO provides the identifier of the substep, the substep's old order quantity, and a new order quantity equal to the substep's old order quantity to the Materials Management function. Passing a new order quantity equal to the old order quantity means that the material description or a custom feature of the substep has changed which prompts the system to take the appropriate action.

NEEDED OR PROCURED STATUS

If the material needed on a substep has already been procured or partially satisfied, any pending orders or transfers must be entirely disassociated from the substep and

⁶ The fact that no disassociations or unassignments may be done is NOT considered an error.

$\begin{array}{c} \textbf{BELLSOUTH OSPCM}^{\text{\tiny{TM}}} \\ \textbf{OUTSIDE PLANT CONSTRUCTION MANAGEMENT} \end{array}$

FUNCTIONAL SPECIFICATION MODULE:

any material already assigned to the substep must be unassigned as follows:

- Transfer Request If the substep has a pending transfer, the action taken by the system depends on whether or not the transfer request has been approved.
 - Unapproved If the transfer request has not been approved, the substep is disassociated from the transfer request and, if the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed. If multiple transfer requests exist, the system disassociates the substep from each transfer request found.
 - Approved If the transfer request has been approved, the substep is
 disassociated from the transfer request, but the transfer request is not
 deleted because the inventory item has been transferred and may have been
 shipped. The transfer request must remain in existence so that the inventory
 item may be receipted. If multiple transfer requests exist, the system
 disassociates the substep from each transfer request found.
- Order Request If the substep has a pending order, the system changes the quantity to be assigned to the substep to zero. If multiple orders exist, the system changes the quantity to be assigned to the substep to zero on each order found.
- Assignment If the substep has an assignment, the system takes the following action:
 - Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity assigned to the substep.
 - Records an Unassignment material inventory transaction. If multiple assignments exist, the system creates an Unassignment material inventory transaction for each assignment found. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

Disassociation occurs first from the transfers, then from the orders, and then from the assignments until the old order quantity has been disassociated or there are no more orders, transfers, or assignments from which to disassociate, whichever comes first.

After all orders, transfers, and assignments have been disassociated, the system

FUNCTIONAL SPECIFICATION MODULE:

resets the substep's remaining needed quantity back to the old order quantity and its material status back to "needed". If disassociation was not needed because the substep's remaining needed quantity was equal to the old order quantity, the system just sets the remaining needed quantity to the old order quantity and the material status to "needed".

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO changes the material description required on the substep to the new material description or creates, updates, or deletes the custom feature required.

The new material may be procured using the methods described in Business Solutions I and II (BS10VER.DOC and BS20VER.DOC).
RECEIVED STATUS

If the material needed on a substep has already been received, all of the material assigned to the substep must be unassigned as follows:

- The associated inventory item's assigned balance is decreased and its unassigned balance is increased by the quantity assigned to the substep.
- Records an Unassignment material inventory transaction. If multiple
 assignments exist, the system creates an Unassignment material inventory
 transaction for each assignment found. If the inventory item is non-central
 office equipment and ordered direct to code, the Unassignment transaction is
 marked to be sent to Asset Management; otherwise it is marked as not to be
 sent to Asset Management.

After all material has been unassigned, the system resets the substep's remaining needed quantity back to the old order quantity and its material status back to "needed".

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO changes the material description required on the substep to the new material description or creates, updates, or deletes the custom feature required.

The new material may be procured using the methods described in Business Solutions I and II (BS10VER.DOC and BS20VER.DOC).

INCREASE THE ORDER QUANTITY OF a subst p

FUNCTIONAL SPECIFICATION MODULE:

No matter what the material status of the substep, if the order quantity of a substep is to be increased, the substep's remaining needed quantity and its material status must be changed so that more material may be procured. To do so, Jobentry-EWO provides the identifier of the substep, the substep's old order quantity, and the substep's new order quantity to the Materials Management function. Passing a new order quantity greater than the old order quantity means that more material is needed which prompts the system to take the following action:

- Increases the substep's remaining needed quantity by the difference between the new order quantity and the old quantity.
- Resets the substep's material status to "needed".

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO increases the substep's order quantity.

The additional material may be procured using the methods described in Business Solutions I and II (BS10VER.DOC and BS20VER.DOC).

DECREASE THE ORDER QUANTITY OF a substep

If the order quantity of a substep is to be decreased, any material that has already been procured or assigned to the substep(s) must be handled. To do so, Jobentry-EWO provides the identifier of the substep, the substep's old order quantity, and the substep's new order quantity to the Materials Management function. Passing a new order quantity less than the old order quantity means that less material is needed which prompts the system to take the appropriate action.

NEEDED STATUS

If the material needed on a substep has not been procured or has been partially satisfied, there remains some quantity still to be satisfied on the substep. If that is the case, the system decreases the substep's remaining needed quantity by the difference between the old order quantity and the new order quantity or by as much it can before decreasing the quantity to be assigned from any pending orders or transfers or before decreasing the quantity that may be already assigned to the substep.

If the substep's remaining needed quantity is not enough to satisfy the decrease in the quantity needed (remaining needed quantity < decrease in quantity), the system

FUNCTIONAL SPECIFICATION MODULE:

decreases the substep's remaining needed quantity by as much as it can until the remaining needed quantity reaches zero and then disassociates the difference from any pending transfers, pending orders, or assignments as follows:

- Transfer Request If the substep has a pending transfer, the action taken by the system depends on whether or not the transfer request has been approved.
 - Unapproved If the transfer request has not been approved, the substep is disassociated from the transfer request by the quantity remaining to be decreased or by as much as it can, whichever is smaller. If the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed. If multiple transfer requests exist, the system disassociates the substep from each transfer request found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more transfer requests from which to disassociate.
 - Approved If the transfer request has been approved, the substep is disassociated from the transfer request by the quantity remaining to be decreased or by as much as it can, whichever is smaller, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted. If multiple transfer requests exist, the system disassociates the substep from each transfer request found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more transfer requests from which to disassociate.
- Order Request If the substep has a pending order, the system decreases the
 quantity to be assigned to the substep by the quantity remaining to be decreased
 or by as much as it can, whichever is smaller. If multiple orders exist, the system
 decreases the quantity to be assigned to the substep on each order found by the
 quantity remaining to be decreased until the decrease in quantity has been
 satisfied or there are no more orders from which to disassociate.
- Assignment If the substep has an assignment, the system takes the following action:
 - Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity remaining to be decreased.
 - Records an Unassignment material inventory transaction. If multiple assignments exist, the system creates an Unassignment material inventory

BELLSOUTH OSPCMTM OUTSIDE PLANT CONSTRUCTION MANAGEMENT

FUNCTIONAL SPECIFICATION MODULE:

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transaction for each assignment that was decreased. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

Disassociation occurs first from the transfers, then from the orders, and then from the assignments until the decrease in quantity has been satisfied or there are no more orders, transfers, or assignments from which to disassociate, whichever comes first.

After all order, transfers, and assignments have been disassociated, the system adjusts the substep's material status to the appropriate value as follows:

- If the quantity assigned to the substep is equal to the substep's new order quantity, its material status is set to "received".
- If a pending order exists for the substep, its material status is set to "ordered".
- If an unapproved pending transfer exists for the substep, its material status is set to "transfer requested".
- If an approved pending transfer exists for the substep, its material status is set to "transferred".

If the entire decrease is taken from the substep's remaining needed quantity (remaining needed quantity >= decrease in quantity), disassociation is not needed and the system adjusts the substep's material status to the appropriate value as follows:

- If the substep's remaining needed quantity is still greater than zero, its material status is set to "needed".
- If the quantity assigned to the substep is equal to the substep's new order quantity, its material status is set to "received".
- If a pending order exists for the substep, its material status is set to "ordered".
- If an unapproved pending transfer exists for the substep, its material status is set to "transfer requested".
- If an approved pending transfer exists for the substep, its material status is set to "transferred".

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, J bentry-EWO decreases the substep's order quantity.

FUNCTIONAL SPECIFICATION MODULE:

PROCURED STATUS

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If the material needed on a substep has been procured, there is no quantity still to be satisfied on the substep. If that is the case, the system decreases the quantity to be assigned from any pending orders or transfers and decreases the quantity that may be already assigned to the substep by difference between the old order quantity and the new order quantity as follows:

- Transfer Request If the substep has a pending transfer, the action taken by the system depends on whether or not the transfer request has been approved.
 - Unapproved If the transfer request has not been approved, the substep is disassociated from the transfer request by the quantity remaining to be decreased or by as much as it can, whichever is smaller. If the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed. If multiple transfer requests exist, the system disassociates the substep from each transfer request found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more transfer requests from which to disassociate.
 - Approved If the transfer request has been approved, the substep is disassociated from the transfer request, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted. If multiple transfer requests exist, the system disassociates the substep from each transfer request found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more transfer requests from which to disassociate.
- Order Request If the substep has a pending order, the system decreases the quantity to be assigned to the substep by the quantity remaining to be decreased or by as much as it can, whichever is smaller. If multiple orders exist, the system decreases the quantity to be assigned to the substep on each order found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more orders from which to disassociate.
- Assignment If the substep has an assignment, the system takes the following action:
 - Decreases the associated inventory item's assigned balance and increases its

$\begin{array}{c} \textbf{BELLSOUTH OSPCM}^{\text{\tiny TM}} \\ \textbf{OUTSIDE PLANT CONSTRUCTION MANAGEMENT} \end{array}$

FUNCTIONAL SPECIFICATION MODULE:

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unassigned balance by the quantity remaining to be decreased.

Records an Unassignment material inventory transaction. If multiple
assignments exist, the system creates an Unassignment material inventory
transaction for each assignment that was decreased. If the inventory item is
non-central office equipment and ordered direct to code, the Unassignment
transaction is marked to be sent to Asset Management; otherwise it is
marked as not to be sent to Asset Management.

Disassociation occurs first from the transfers, then from the orders, and then from the assignments until the decrease in quantity has been satisfied or there are no more orders, transfers, or assignments from which to disassociate, whichever comes first.

After all orders, transfers, and assignments have been disassociated, the system adjusts the substep's material status to the appropriate value as follows:

- If the quantity assigned to the substep is equal to the substep's new order quantity, its material status is set to "received".
- If a pending order exists for the substep, its material status is set to "ordered".
- If an unapproved pending transfer exists for the substep, its material status is set to "transfer requested".
- If an approved pending transfer exists for the substep, its material status is set to "transferred".

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO decreases the substep's order quantity.

RECEIVED STATUS

If the material needed on a substep has already been received, the system decreases the quantity assigned to the substep as follows:

- Decreases the associated inventory item's assigned balance and increases its unassigned balance by the difference between the old order quantity and the new order quantity.
- Records an Unassignment material inventory transaction. If multiple assignments exist, the system creates an Unassignment material inventory transaction for each assignment that was decreased. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment

FUNCTIONAL SPECIFICATION MODULE:

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transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO decreases the substep's order quantity.

Business Solution 5

The MATERIALS MANAGEMENT Business Solution Area V deals with creating Management Reports. This Business Solution area is composed of 7 reports as follows:

- Order reports (This group of reports is comprised of 4 individual reports)
- Transaction reports (This group of reports is comprised of 16 individual reports)
- Issue Summary Report
- Major Material Activity Report
- Material Notification Report
- Over-Age Material Report
- Investment Management Report (IMR)

Each report is described in a separate section of the document. Each section provides a description of the report and its purpose, a description of how the report may be requested, and a report layout and a description of each field on the report. The purpose of this document is to gain consensus as to the deliverable for MATERIALS MANAGEMENT Business Solution Area V.

The first section describes the types of Order reports that are available. This report contains information about orders for a specified status. You may print the report for a state, Construction Management Center (CMC), or inventory site.

The second section describes the types of Transaction reports that are available. This report contains information about material inventory transactions for a specified type. You may print the report for a state, CMC, or inventory site.

The third section describes the Issue Summary Report. This report contains information about inventory items that are currently issued. You may print the report for a state, CMC, or inventory site.

FUNCTIONAL SPECIFICATION MODULE:

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The fourth section describes the Major Material Activity Report. This report contains information about material inventory transactions that involve movement of material in and out of inventory, excluding receipts and disbursements. You may print the report for a state, CMC, or inventory site.

The fifth section describes the Material Notification Report. This report contains information about the material currently assigned to a job. You may print the report for a job and/or resource id.

FUNCTIONAL SPECIFICATION MODULE:

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The sixth section describes the Over-Age Material Report. This report contains information about material that will be over 30 days old because of a scheduling change. This includes material that is 1) on order that, once receipted, will be in inventory for over 30 days before it is used and 2) assigned material that will be in inventory for over 30 days before it is used. You may print the report for an inventory site only.

The seventh section describes the Investment Management Report. This report provides an index which measures how efficient inventory is managed. The index describes how much inventory was owned over a given period of time and how much it cost the company to own that inventory. You may print the report for a state, CMC, or inventory site.

BELLSOUTH OSPCMTM OUTSIDE PLANT CONSTRUCTION MANAGEMENT

FUNCTIONAL SPECIFICATION MODULE:

DESCRIPTION:

The Outside Plant Construction Management (OSPCMTM) system was developed by BellSouth and is used in conjunction with the construction of communication facilities. Bid & Award is designed to mechanized the bidding process and involves three main aspects of Outside Plant Vendor Master Contract and how they are initially setup and defined in the BellSouth Computer System (OSPCMTM). These aspects are the contract itself, potential contractors with associated information and some parameter maintenance information to administer the BID/AWARD area. Individual Contracts, submitted and discussed in another request for patent area, uses the BID and AWARD module in the bid process.

BID AND AWARD PROCESSES:

Designed to mechanize the bidding process:

- STORES ALL INFORMATION ABOUT QUALIFIED CONTRACTORS
- TAKES EXISTING USAGES TO DETERMINE VOLUME OF THE CONTRACT
- USES OTHER OSPCM INFORMATION TO DETERMINE GEOGRAPHICAL BOUNDARIES OF THE CONTRACT
- SELECTS QUALIFIED CONTRACTORS FOR BIDS
- SELECTS DOCUMENTS FROM REGIONAL CONTRACT MODULE FOR BIDS
- PREPARES A BID PACKAGE WHICK IS BASED ON PC DISK
- AUTOMATES THE RECEIPT OF BIDS BASED ON INPUT FROM DISK INFORMATION PROVIDED BY THE CONTRACTOR
- BUILDS TABLES NECESSARY FOR OTHER OSPCM EXECUTABLES TO WORK BASED ON BID AWARD

Location of the Input Price Worksheet:

- ALLOWS ACCESS TO THE ESSENTIAL PRICE DATA BEHIND EACH CONTRACTOR'S BID (MASTER & INDIVIDUAL)
- ALLOWS THE COORDINATOR TO CONTROL THE STATUS OF THE BIDS AND TO AWARD THE CONTRACT

Maintains government Price Increase Construction (PIC) figures, BellSouth PIC figures, and Inspection Pools. The PIC figures are used with the automatic price adjustment processes. The inspection pools are used to define a geographic area in which to monitor the performance of a contractor and establish some of the parameters that batch processes will use for sampling a contractor's completed work. The inspection pool and parameters must be defined in the system.

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FUNCTIONAL SPECIFICATION MODULE:

BENEFITS:

The BID and AWARD processes were designed to mechanize the bidding process, enhance the sampling (inspection) process, maintain prices for new and existing master and Individual bid contracts, and execute the use of PIC figures on annual PIC increases for existing master contractors. Without BID and AWARD mechanized contract bidding, the contractor quality program (inspections), Individual Contract bidding, and annual Price Increase Construction (PIC) increases would not be possible.

Bid & Award Main Menu

```
Contract

Master
Individual (to be implemented at a later date)
Contractor
Inspection

Open
Contract
Master
Individual (to be implemented at a later date)
Contractor
PIC (Figures)
Inspection
```

New Contractor

Retriev & Display:

List of States

List of Master Contract Types

List of Individual Contract Types

Select/Deselect:

State

Master or Individual Contract Type

Display Contractor (New) for data input

New Master Contract

Retrieve & Display:

List of States

List of Master Contract Types

Identify the Conversion or Bid Intention

Encode:

Conversion Contract Number

Select Cloning of CWI Codes

Clone from Regional CWI Codes (based on Contract Type)

Clone From Existing Master Contract

List of Master Contracts to Clone From

Do Not Clone CWI Codes

Create New Contract

Assign Contract Number for Bid Contract

Edit and Retain Contract Number for Conversion Contract

Default Contractor Nickname for Bid Contract

Display Contract Maintanence (Master Contract)

New Individual Contract

Retrieve & Display:

Clone List of Individual Contracts

Exhibits/Bidding Agreements

List of States

Job Numbers List

CMC List

Identify the Intention

Create New Individual Contract with Number &/or Text

Display Contract Maintanence (Individual Contract)

N w Inspections

Display & Enable:

Pool Name Tab (New)

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Page 2

Created: 08/12/96 Revised: 09/04/97

Display & Disable:

Wire Center Tab (New) Variables Tab (New)

Select Pool Name Tab (New)

Retrieve & Display:

List of States
List of Pool Types

Select State

Encode Inspection Pool Name

Select Pool Type

Encode Contractor Nickname

Encode Start Date

Default To Current Date

Encode End Date

Default To 12/31/9999

Verify Data:

Start Date Must Have Date Format

Start Date Must be Today or Future Date

End Date Must Have Date Format

End Date Must Be After Start Date

State Must Be In List

Pool Type Must Be In List

Verify Unique Pool Name, Pool Type and Nickname (Inspection Pool) Combination

Select Wire Center Tab (New)

Pool Name, Pool Type, Nickname Must Be Saved Display Effective Date

Default to Inspection Pool's Start Date

Retrieve & Display:

List of States

List of CMC Codes and Names

List of Contract Numbers To Clone From

Selection Criterion: State, Contract Number In-effect

Select State

Select CMC Code

Retrieve & Display Wire Centers For Selected CMC

OI

Select Contract Numb r to Clone Wire Centers From Retri ve & Display Wire Centers From Contract Number

or

Op n Existing Inspection Pool To Clone Wire Centers From

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Retrieve & Display Wire Centers From Existing Inspection Pool

Select Wire Center (from Selected CMC or Clone From Contract Number) for Inspection Pool

Display in Wire Center Area For Inspection Pool
Default Wire Center Area's Start Date to Effective Date
Default Wire Center Area's End Date to Inspection
Pool's End Date

Select Variables Tab (New)

Pool Name, Pool Type, Nickname Must Be Saved Display:

Maximum Number

Default to Zero

Minimum Number

Default to Zero

Sample Percentage

Default to Zero

High Stratum Percentage

Default to Zero

Number Of Days To Wait Before Sampling

Default to Zero

Day Of The Month To Start (Start Date) The Sampling Range

Default to Blank

Start Date Of The Last Run Sample Range

Default To ##/##/##

End Date Of The Last Run Sample Range

Default To ##/##/##

Number Of Facility Locate Sample On Odd Day

Default to Blank

Number Of Facility Locate Sample On Even Day

Default to Blank

Encode Selection Data:

Maximum Number

Minimum Number

Sample Percentage

High Stratum Percentage

Number Of Days To Wait Before Sampling

Start Date

Verify Selection Data:

Maximum Number must be greater than or equal to Minimum Number Minimum Number must be less than or equal to Maximum Number Sample Percentage must be between 0 and 100 High Stratum Percentage must be between 0 and 75

Number Of Days To Wait Before Sampling Start Date must be between 1 and 29 Update Task Status With Variables Status And Current Date

Open Contractor

Retrieve & Display:

List of States

List of Master Contract Types

List of Individual Contract Types

Select/Deselect:

State

Master or Individual Contract Type

List Contractor Nicknames

Selection Criterion: State, Conract Type

Select/Deselect Contractor Nickname

Encode:

Contractor Nickname

Open Contractor form

Verify Contractor Nickname

Retrieve Contractor data

Display Contractor (Open) with existing data

Open Master Contract

Retrieve & Display:

List of States

List of Master Contract Types

Master Contract List

Selection Criteria: State, Contract Type

Open Contract form

Verify Contract Number

Retrieve Contract data

Display Contract Maintanence (Master Contract)

Open Individual Contract

Retrieve & Display:

List of Individual Contract Types

List of States

Job Numbers List

Individual Contract List

Selection Criteria: State, Contract Type

Individual Contract Data

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Created: 08/12/96 Revised: 09/04/97

Identify the Intention Display Contract Maintanence (Individual Contract)

Open PIC (Figures)

Display:

Government PIC Figure Tab Bell South PIC Figure Tab

Select Government PIC Figure Tab

Retrieve & Display:

List Last 28 Months of Available Gov't PIC Figures

Add Gov't PIC Figure

Up To Current Month Months Must Be In Sequential Order

Update The Last 4 Gov't PIC Figures

Calculate & Display:

Old Year Gov't PIC Figure Average New Year Gov't PIC Figure Average Most Recent Bell South PIC Figure Difference Latest Bell South PIC Figure

Verify Gov't PIC Figure has a decimal to 2 places

Select **Bell South PIC Figure** Tab

Retrieve & Display:

Months Must Be In Sequential Order Old Year Gov't PIC Figure Average New Year Gov't PIC Figure Average Most Recent Bell South PIC Figure Difference Latest Bell South PIC Figure

Print Bell South PIC Figures:

Prior to January 1995 After December 1994

Created: 08/12/96 Revised: 09/04/97

Contractor (New)

Display:

Contractor Tab (New)
Billing Office Tab (New)

Select Contractor Tab (New)

Retrieve & Display:

List of States

List of Insurance Types

List of Contract Types For Master Contracts

Add Contractor Specific Data:

Full Name of Contractor's Firm

Contractor's Nickname

Contractor's Address (Street or P.O. Box, City, State, Zip Code)

Contact Name at Firm

Contact Phone Number

Financial Statement Date

Security Check Date

License/Insurance Data

Contract Types Allowed To Bid Per State

Add Password Key (Key) For Contractor

Only Regional Contractor Coordinator May Add Key

Verify Contractor State

Verify Contact Phone Number Has An Area Code

Select Billing Office Tab (New)

Retrieve & Display:

Contractor Nickname

Add New Billing Office Data:

Billing Office Address (Street or P.O. Box, City, State, Zip Code)

Contractor's Company Name

Contractor's Phone Number

Pavee Number

Verify Billing Office State

Verify Contactor's Phone Number

Verify Payee Number

Contractor (Open)

Display:

Contractor Tab (Open)
Billing Office Tab (Open)

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Select Contractor Tab (Open)

Retrieve & Display:

List of States

List of Insurance Types

List of Contract Types For Master Contracts

Full Name of Contractor's Firm

Contractor's Nickname

Contractor's Address (Street or P.O. Box, City, State, Zip Code)

Contact Name

Contact Phone Number

Financial Statement Date

Security Check Date

License/Insurance Data

Contract Types Selected For Bid Per State

Add or Edit Contractor Specific Data:

Full Contractor Firm Name

Contractor Address (Street or P.O. Box, City, State, Zip Code)

Contact Name

Contact Phone Number

Financial Statement Date

Security Check Date

License/Insurance Data

Contract Types Allowed For Bid Per State

Allow Password Key (Key) To Be Editable

Only Regional Contractor Coordinator May Edit Key

Verify Contractor State

Verify Contact Phone Number Has An Area Code

Select Billing Office Tab (Open)

Retrieve & Display:

Contractor Nickname

Contractor's Company Name

Contractor's Phone Number

List of Billing Office Addresses (for Contractor)

Select Existing Billing Office Address:

Retrieve & Display:

Billing Office Address (Street or P.O. Box, City, State,

Zip Code)

Payee Number

Edit Billing Office Data:

Billing Office Address (Street or P.O. Box, City, State, Zip Code)

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Payee Number

Select New Billing Office Address:

Add Billing Office Data:

Billing Office Address (Street or P.O. Box, City, State, Zip Code)

Payee Number

Verify Billing Office State

Verify Contactor's Phone Number

Verify Payee Number

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Contract Maintenance (Bid Master Contract)

Retrieve Variables Data

If Variables Data Found

Display & Enable Functions:

Variables

Exhibit C

Usage Setup

Price Worksheet

Bid Package

Disk Input

Status

B Crew

Terminate

If Variables Data Not Found

Display & Enable Function:

Variable

Display & Disable Functions:

Exhibit C

Usage Setup

Price Worksheet

Bid Package

Disk Input

Status

B Crew

Terminate

Display & Disable Functions:

Work Items

Extend

Retrieve & Display List Of Task Status And Most Recent Date For Each Task

Default to Blank

Open Variables (Master Contract)

Open Exhibit C (Master Contract)

Variables Must Be Saved

Open Usage Setup (Master Contract)

Variables Must Be Saved

Open Price Worksheet (Master Contract)

Usage Setup Must Be Saved

Open Bid Package (Master Contract)

Usage Setup Must Be Saved

Open Disk Input(Master Contract)

Bid Package Must Be Created

Open Status (Master Contract)

Variables Must Be Saved

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Created: 08/12/96 Revised: 09/04/97

Open B Crew (Master Contract)

Variables Must Be Saved

Open T rminate (Master Contract)

Variables Must Be Saved

Variables (Master Contract)

Display:

Fixed Variables Tab Miscellaneous (Variables) Tab

Select Fixed Variables Tab

Retrieve & Display:

List of Fixed Variables Names for Master Contract List of Text Associated with Fixed Variables Names

Retrieve List of Billing Offices for Contractor Select Contractor Billing Office

Require Text

Default to First Billing Office in List for Contractor on Conversion and Awarded Bid Contracts Default to Bell South Address for Un-Awarded Bid Contracts

Rules for Fixed Variables

Contract Coordinator Social Security Number (SSN)

Require Text

Text Is Editable

Must Belong To An Active Supervisor

Contractor Nickname

Require Text For Conversion And Awarded Bid Contracts
Only Editable Before Initially Saving for Conversion Contract
Must Be Active Contractor Nickname

Not Editable For Bid Contract

Default To Blank If Bid Contract Is Un-Awarded
Default To Nickname Awarded to The Bid Contract

Start Date

Require Text

Only Editable Before Initially Saving Fixed Variables

Must Have Date Format

Must Be Greater Than Or Equal To Current Date

End Date

Require Text

Only Editable Before Initially Saving Fixed Variables

Must Have Date Format

Must Be Greater Than Start Date

Must Use Termination Function To End Contract Prior

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Created: 08/12/96 Revised: 09/04/97

To Existing End Date Must Use Extend Function To Change End Date Before

Existing End Date

Expiration Date

Require Text

Only Editable Before Initially Saving Fixed Variables

Must Be Greater Than End Date

Automatically Increased When End Date is Extended

District

Require Text

Only Editable Before Initially Saving Fixed Variables

Anniversary Date

Optional with Default of Blank

Editable

Must Have Date Format

Must Be Greater Than Start Date And Less Than End Date

May Be Revised By The Extend Function

Will Be Revised By The Annual Price Adjustment Process

Extension Option

Optional with Default of Blank

Not Editable

Display the Last Action Selected on the Extend Function

Status

Optional with Default of Blank

Not Editable

Display Terminate Status of Contract

CWI Codes Activated

Optional with Default No

Not Editable

Will be revised on Price Worksheet Function

Total Contract Cost Per Authorization

Require A Number Greater Than Zero

For Contract Type Of MM Or Embedded MM

Editable

Must Be Numeric

Default To Zero

Total Line Clearance Cost Per Authorization

Require A Number Greater Than Zero

For Contract Type Of MLC Or Embedded MLC

Editable

Must Be Numeric

Default To Zero

BSW Penalty Indicator

Optional With Default Of NO

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Created: 08/12/96

Revised: 09/04/97

Editable - Allow Values Of YES Or NO For Contract Type Of MSW Or Embedded MSW

FL Penalty Indicator

Optional With Default Of NO

Editable - Allow Values Of YES Or NO

For Contract Type Of FL Or Embedded FL

Penalty Billing Age Days

Optional with Default Of Zero

Editable - Allow A Number Between Zero and One Hundred

Must Be Numeric, whole numbers

BSW Quality Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

BSW Billing Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

FL Quality Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

FL Billing Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

LC Quality Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

LC Billing Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

MM Quality Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

MM Billing Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

IC Quality Fee Amount

Optional with Default Of Zero

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Editable - Allow A Number Greater Than Zero Must Be Numeric. whole numbers

IC Billing Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

TelCo/Contract Indicator

Required With Default Of "C" (contractor)

Editable - Allow Values Of "C" Or "T" (Telco)

Select Miscellaneous Variables Tab

Retrieve & Display:

List of Miscellaneous Variables Names for Master Contract List of Text Associated with Miscellaneous Variables Names

Rules For Miscellaneous Variables

Default Variable Names To Upper Case Allow Variable Text To Be Mixed Case With Punctuation Marks

Exhibit C (Master Contract)

Display:

:

Contract Area Tab Supply Centers Tab

Select Contract Area Tab

Display Effective Date

Default To Contract's Start Date

Or Current Date (Whichever Is Latest)

Retrieve & Display:

List of States

List of CMC Codes and Descriptions

Selection Criterion: State, Current Date

List of Contract Numbers To Clone From

Selection Criterion: State, Current Date

List of Existing Wire Centers for The Contract

Selection Criterion: State, Contract Number, Effective Date

Select State

Select CMC Code

Retrieve & Display Wire Centers For Selected CMC

or

Select Contract Number to Clone Wire Centers From Retrieve & Display Wire Centers From Contract Number

Must Be In Effect On The Current Date

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or

Op n Existing Inspection Pool To Clone Wire Centers From Retrieve & Display Wire Centers From Existing Master Contract Must Be In Effect On The Current Date

Allow Effective Date To Be Changed

Retrieve & Display Wire Centers for Master Contract

Must Be In Effect On "Changed" Effective Date

Disable Wire Centers For Master Contract

When Effective Date Is Prior To Current Date

Enable Wire Centers For Master Contract

When Effective Date Is Prior To Current Date

Select Wire Center (from Selected CMC or Clone From Contract Number) for Master Contract

Display in Wire Center Area For Master Contract
Default Wire Center Area's Start Date to Effective Date
Default Wire Center Area's End Date to Master Contract
End Date

De-select Existing Wire Center (Area) for Master Contract

Effective Date Must Be Greater Than Or Equal To Current Date Default End Date to Effective Date if Master Contract Is In Effect Delete Wire Center If Master Contract Has a Future Start Date

Select Supply Centers Tab

Select State

Retrieve CMC Codes For The State

Must Be In Effect On Current Date

Display First CMC From List

Retrieve & Display Inventory Sites For The CMC

Select CMC Code

Retrieve & Display Inventory Sites For Selected CMC

Allow Effective Date To Be Editable

Must Be In Date Format

Retrieve & Display Contract Area Wire Centers

Must Be In Effect On "Changed" Effective Date

Disable Contract Area Wire Centers

When Effective Date Is Prior To Current Date

Enable Contract Area Wire Centers

When Effective Date Is Prior To Current Date

Select Inventory Site

Display Supply Center Area For Master Contract

Do Not Duplicate Supply Center

Select Supply Center

Retrieve & Display Existing Wire Centers For The Supply

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Select Contract Area Wire Center For Master Contract

Display In Wire Center Area For The Supply Center

Default Start Date To Effective Date

Default End Date To Master Contract's End Date

Wire Center Cannot Be Associated With Another Supply Center

Delete The Supply Center From The Master Contract

Must Hit Delete Button

All Wire Centers Must Be Deleted From Supply Center First

De-Select Supply Center's Wire Center (Area)

Delect Wire Center from Supply Center

Usage Setup (Bid Master Contract)

Retrieve & Display:

List of States

List of Master Contract Types

Select "Has Incumbent" Master Contract

Check "yes" to obtain CWI Codes with Usage from incumbent contract

Allow Usage Start Date (Start Date) to be editable

Must have date format

May be two years prior to current month and year

Must be less than or equal to current date

Allow Usage End Date (End Date) to be editable

Must have date format

Must be greater than the start date

All "Include Prices" to be editable

Check "yes" to include prices from incumbent contract

Encode Incumbent Master Contract Number

"Has Incumbent" must be selected

Usage start date and end date populated

Must be valid for the selected state

Search & List Incumbent Master Contract Numbers

"Has Incumbent" must be selected

Usage start date and end date populated

Selection Criterion: State, Contract Type

Select an Incumbent Master Contract Number

Open Usage Conversion

Open Usage Conversion (Usage Report)

Display Usage Warning Message

Allow Usage Conversion To Be Canc Iled

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Continue & Display:

Usage Report As An Microsoft Excel Spreadsheet

Report Title With Bid Contract Number

Report Sub-Title With Usage Start And End Dates

Historical Usage Heading

Bid Usage Heading

CWI, Usage, And Three Extra Columns For Historical Usage

CWI, Usage, And Three Extra Columns For Bid Usage

Retrieve & Display:

Historical CWI Codes And Usage Amount

Must Be From Incumbent Master Contract

Display CWI Code With Non-Zero Usage Amount

Default CWI Code To Blank If "Has Incumbent" Is "No"

Default CWI Code To Blank If No Historical Usage Found

Accumulate Usage Amount Within The Usage Date Range

List CWI Codes In Alphabetical Order

Bid CWI Codes And Usage Amount

Must Be For Bid Master Contract

Display CWI Codes Saved From Cloning Or

Previously Added On Usage Report

Default CWI Code To Blank If No Bid CWI Codes Exist

Display Bid Usage Amounts

Previously Added On Usage Repot

Default Bid Usage To Zero When No Bid Usage Exist

Default Bid Usage To Historical Usage

When Historical CWI Code Matched Bid CWI Code

And Bid Usage Is Zero

List CWI Codes In Alphabetical Order

Allow Bid CWI Codes To Be Editable

Must Be Valid CWI Code For Region

Add CWI Code In Bid CWI Column

Delete CWI Code With Usage In Bid Usage Columns

Change CWI Code

Allow Bid Usage Amounts To Be Editable

Must Be Numeric, Whole Number, Greater Than Or Equal To Zero

Add Usage Amounts In Bid Usage Column

Delete Usage With CWI Code In Bid Usage Columns

Change Usage Amounts

Save Bid Usage CWI Code & Amount Modifications Only

Allow All Excel Functions On Spreadsheet

Display Usage Completion Message

Price Worksheet (Bid Master Contract)

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Display:

CWI Prices Tab (Open)
Cost Adjustments Tab (Open)

Select CWI Prices Tab (Open)

Retrieve & Display:

Select Cost Adjustments Tab (Open)

Retrieve & Display:

Bid Package (Bid Master Contract)

Display:

Bid List Tab (Open)

Assemble Tab (Open)

Edit Tab (Open)

Build Tab (Open)

Select Bid List Tab (Open)

Retrieve & Display:

Select **Assemble** Tab (Open)

Retrieve & Display:

Select **Edit** Tab (Open)

Retrieve & Display:

Select Build Tab (Open)

Retrieve & Display:

Disk Input (Bid Master Contract)

Status (Bid Master Contract)

B Crew (Bid Master Contract)

Terminate (Bid Master Contract)

Created: 08/12/96 Revised: 09/04/97

Open Inspections

Display Open Inspection Pool (Search)

Retrieve & Display:

List of States

List of Pool Types

Select State

Select Pool Type

Encode Contractor Nickname

Search & List Inspection Pool Names

Selection Criterion: State, Pool Type, Nickname

Select Inspection Pool Name

or

Encode Inspection Pool Name

Verify Inspection Pool Exists

Open the Inspection Pool (Details)

Display Open Inspection Pool (Details)

Display & Enable:

Pool Name Tab (Open)

Wire Center Tab (Open)

Variables Tab (Open)

Select Pool Name Tab (Open)

Retrieve & Display:

State

Inspection Pool Name

Pool Type

Contractor Nickname

Start Date

End Date

Allow End Date To Be Editable

Verify Data:

End Date Must Have Date Format

End Date Must Be After Start Date

And Greater Than Or Equal To Current Date

And Less Than Or Equal To 12/31/9999

Select Wire Center Tab (Open)

Pool Name, Pool Type, Nickname Must Be Saved

Display Effective Date

Default To Inspection Pool's Start Date

Or Current Date (Whichever Is Latest)

Retri ve & Display:

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List of States
List of CMC Codes and Names
List of Contract Numbers To Clone From
List of Existing Wire Centers For Inspection Pool

(Must Be In Effect On The Effective Date)

Select State

Select CMC Code

Retrieve & Display Wire Centers For Selected CMC

or

1

Select Contract Number to Clone Wire Centers From Retrieve & Display Wire Centers From Contract Number or

Open Existing Inspection Pool To Clone Wire Centers From Retrieve & Display Wire Centers From Existing Inspection Pool

Allow Effective Date To Be Editable

Retrieve & Display Existing Wire Centers for Inspection Pool

Must Be In Effect On "Changed" Effective Date

Select Wire Center (from Selected CMC or Clone From

Contract Number) for Inspection Pool

Display in Wire Center Area For Inspection Pool

Default Wire Center Area's Start Date to Effective Date

Default Wire Center Area's End Date to Inspection Pool's End Date

De-select Existing Wire Center (Area) for Inspection Pool

Default End Date to Effective Date if Inspection Pool Is In Effect Delete Wire Center If Inspection Pool Has a Future Start Date

Select Variables Tab (Open)

Pool Name, Pool Type, Nickname Must Be Saved *Retrieve & Display:*

Maximum Number

Minimum Number

Sample Percentage

High Stratum Percentage

Number Of Days To Wait Before Sampling

Day Of The Month To Start (Start Date) The Sampling Range

Start Date Of The Last Run Sample Range

End Date Of The Last Run Sample Range

Number Of Facility Locate Sample On Odd Day

Number Of Facility Locate Sample On Even Day

Allow Data To Be Editable:

Maximum Number

Minimum Number

Sample Percentage

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Created: 08/12/96 Revised: 09/04/97

High Stratum Percentage Number Of Days To Wait Before Sampling Start Date

Verify Data:

Maximum Number must be greater than or equal to Minimum Number Minimum Number must be less than or equal to Maximum Number Sample Percentage must be between 0 and 100 High Stratum Percentage must be between 0 and 75 Number Of Days To Wait Before Sampling Start Date must be between 1 and 29

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Bid & Award Main Menu

4.4-5.4

```
Contract

Master
Individual (to be implemented at a later date)
Contractor
Inspection

Open
Contract
Master
Individual (to be implemented at a later date)
Contractor
PIC (Figures)
Inspection
```

New Contractor

Retrieve & Display:

List of States

List of Master Contract Types

List of Individual Contract Types

Select/Deselect:

State

Master or Individual Contract Type

Display Contractor (New) for data input

New Master Contract

Retrieve & Display:

List of States

List of Master Contract Types

Identify the Conversion or Bid Intention

Encode:

Conversion Contract Number

Select Cloning of CWI Codes

Clone from Regional CWI Codes (based on Contract Type)

Clone From Existing Master Contract

List of Master Contracts to Clone From

Do Not Clone CWI Codes

Create New Contract

Assign Contract Number for Bid Contract

Edit and Retain Contract Number for Conversion Contract

Default Contractor Nickname for Bid Contract

Display Contract Maintanence (Master Contract)

New Individual Contract

Retrieve & Display:

Clone List of Individual Contracts

Exhibits/Bidding Agreements

List of States

Job Numbers List

CMC List

Identify the Intention

Create New Individual Contract with Number &/or Text

Display Contract Maintanence (Individual Contract)

New Inspections

Display & Enable:

Pool Name Tab (New)

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Page 2

Created: 08/12/96 Revised: 09/04/97

Display & Disable:

Wire Center Tab (New) Variables Tab (New)

Select Pool Name Tab (New)

Retrieve & Display:

List of States

List of Pool Types

Select State

Encode Inspection Pool Name

Select Pool Type

Encode Contractor Nickname

Encode Start Date

Default To Current Date

Encode End Date

Default To 12/31/9999

Verify Data:

Start Date Must Have Date Format

Start Date Must be Today or Future Date

End Date Must Have Date Format

End Date Must Be After Start Date

State Must Be In List

Pool Type Must Be In List

Verify Unique Pool Name, Pool Type and Nickname (Inspection Pool) Combination

Select Wire Center Tab (New)

Pool Name, Pool Type, Nickname Must Be Saved

Display Effective Date

Default to Inspection Pool's Start Date

Retrieve & Display:

List of States

List of CMC Codes and Names

List of Contract Numbers To Clone From

Selection Criterion: State, Contract Number In-effect

Select State

Select CMC Code

Retrieve & Display Wire Centers For Selected CMC

or

Sel ct Contract Number to Clone Wire Centers From

R trieve & Display Wire Centers From Contract Number

or

Open Existing Inspection Pool To Clone Wire Centers From

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Created: 08/12/96 Revised: 09/04/97

Retrieve & Display Wire Centers From Existing Inspection Pool

Select Wire Center (from Selected CMC or Clone From Contract Number) for Inspection Pool

Display in Wire Center Area For Inspection Pool
Default Wire Center Area's Start Date to Effective Date
Default Wire Center Area's End Date to Inspection
Pool's End Date

Select Variables Tab (New)

Pool Name, Pool Type, Nickname Must Be Saved *Display:*

Maximum Number

Default to Zero

Minimum Number

Default to Zero

Sample Percentage

Default to Zero

High Stratum Percentage

Default to Zero

Number Of Days To Wait Before Sampling

Default to Zero

Day Of The Month To Start (Start Date) The Sampling Range

Default to Blank

Start Date Of The Last Run Sample Range

Default To ##/##/##

End Date Of The Last Run Sample Range

Default To ##/##/##

Number Of Facility Locate Sample On Odd Day

Default to Blank

Number Of Facility Locate Sample On Even Day

Default to Blank

Encode Selection Data:

Maximum Number

Minimum Number

Sample Percentage

High Stratum Percentage

Number Of Days To Wait Before Sampling

Start Date

Verify Selection Data:

Maximum Number must be greater than or equal to Minimum Number Minimum Number must be less than or equal to Maximum Number Sample Percentage must be between 0 and 100 High Stratum Percentage must be between 0 and 75

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Page 4

Number Of Days To Wait Before Sampling Start Date must be between 1 and 29 Update Task Status With Variables Status And Current Date

Open Contractor

Retrieve & Display:

List of States

List of Master Contract Types

List of Individual Contract Types

Select/Deselect:

State

Master or Individual Contract Type

List Contractor Nicknames

Selection Criterion: State, Conract Type

Select/Deselect Contractor Nickname

Encode:

Contractor Nickname

Open Contractor form

Verify Contractor Nickname

Retrieve Contractor data

Display Contractor (Open) with existing data

Open Master Contract

Retrieve & Display:

List of States

List of Master Contract Types

Master Contract List

Selection Criteria: State, Contract Type

Open Contract form

Verify Contract Number

Retrieve Contract data

Display Contract Maintanence (Master Contract)

Open Individual Contract

Retrieve & Display:

List of Individual Contract Types

List of States

Job Numbers List

Individual Contract List

Selection Criteria: State, Contract Type

Individual Contract Data

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Created: 08/12/96 Revised: 09/04/97

Identify the Intention Display Contract Maintanence (Individual Contract)

Open PIC (Figures)

Display:

Government PIC Figure Tab Bell South PIC Figure Tab

Select Government PIC Figure Tab

Retrieve & Display:

List Last 28 Months of Available Gov't PIC Figures

Add Gov't PIC Figure

Up To Current Month

Months Must Be In Sequential Order

Update The Last 4 Gov't PIC Figures

Calculate & Display:

Old Year Gov't PIC Figure Average New Year Gov't PIC Figure Average Most Recent Bell South PIC Figure Difference

Latest Bell South PIC Figure Verify Gov't PIC Figure has a decimal to 2 places

Select **Bell South PIC Figure** Tab

Retrieve & Display:

Months Must Be In Sequential Order Old Year Gov't PIC Figure Average New Year Gov't PIC Figure Average Most Recent Bell South PIC Figure Difference Latest Bell South PIC Figure

Print Bell South PIC Figures:

Prior to January 1995 After December 1994

K0LG01_.DOC (YG)

Contractor (New)

Display:

Contractor Tab (New)
Billing Office Tab (New)

Select Contractor Tab (New)

Retrieve & Display:

List of States

List of Insurance Types

List of Contract Types For Master Contracts

Add Contractor Specific Data:

Full Name of Contractor's Firm

Contractor's Nickname

Contractor's Address (Street or P.O. Box, City, State, Zip Code)

Contact Name at Firm

Contact Phone Number

Financial Statement Date

Security Check Date

License/Insurance Data

Contract Types Allowed To Bid Per State

Add Password Key (Key) For Contractor

Only Regional Contractor Coordinator May Add Key

Verify Contractor State

Verify Contact Phone Number Has An Area Code

Select Billing Office Tab (New)

Retrieve & Display:

Contractor Nickname

Add New Billing Office Data:

Billing Office Address (Street or P.O. Box, City, State, Zip Code)

Contractor's Company Name

Contractor's Phone Number

Payee Number

Verify Billing Office State

Verify Contactor's Phone Number

Verify Payee Number

Contractor (Open)

Display:

Contractor Tab (Open)
Billing Office Tab (Open)

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Select Contractor Tab (Open)

Retrieve & Display:

List of States

List of Insurance Types

List of Contract Types For Master Contracts

Full Name of Contractor's Firm

Contractor's Nickname

Contractor's Address (Street or P.O. Box, City, State, Zip Code)

Contact Name

Contact Phone Number

Financial Statement Date

Security Check Date

License/Insurance Data

Contract Types Selected For Bid Per State

Add or Edit Contractor Specific Data:

Full Contractor Firm Name

Contractor Address (Street or P.O. Box, City, State, Zip Code)

Contact Name

Contact Phone Number

Financial Statement Date

Security Check Date

License/Insurance Data

Contract Types Allowed For Bid Per State

Allow Password Key (Key) To Be Editable

Only Regional Contractor Coordinator May Edit Key

Verify Contractor State

Verify Contact Phone Number Has An Area Code

Select Billing Office Tab (Open)

Retrieve & Display:

Contractor Nickname

Contractor's Company Name

Contractor's Phone Number

List of Billing Office Addresses (for Contractor)

Select Existing Billing Office Address:

Retrieve & Display:

Billing Office Address (Street or P.O. Box, City, State,

Zip Code)

Payee Number

Edit Billing Office Data:

Billing Office Address (Street or P.O. Box, City, State, Zip Code)

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Payee Number

Select New Billing Office Address:

Add Billing Office Data:

Billing Office Address (Street or P.O. Box, City, State, Zip Code)

Payee Number

Verify Billing Office State Verify Contactor's Phone Number Verify Payee Number

Contract Maintenance (Bid Master Contract)

Retrieve Variables Data

If Variables Data Found

Display & Enable Functions:

Variables

Exhibit C

Usage Setup

Price Worksheet

Bid Package

Disk Input

Status

B Crew

Terminate

If Variables Data Not Found

Display & Enable Function:

Variable

Display & Disable Functions:

Exhibit C

Usage Setup

Price Worksheet

Bid Package

Disk Input

Status

B Crew

Terminate

Display & Disable Functions:

Work Items

Extend

Retrieve & Display List Of Task Status And Most Recent Date For Each Task

Default to Blank

Open Variables (Master Contract)

Open Exhibit C (Master Contract)

Variables Must Be Saved

Open Usage Setup (Master Contract)

Variables Must Be Saved

Open Price Worksheet (Master Contract)

Usage Setup Must Be Saved

Open Bid Package (Master Contract)

Usage Setup Must Be Saved

Open Disk Input(Master Contract)

Bid Package Must Be Created

Open Status (Master Contract)

Variables Must Be Saved

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Open B Crew (Master Contract)
Variables Must Be Saved
Open T rminate (Mast r Contract)

Variables Must Be Saved

Variables (Master Contract)

Display:

Fixed Variables Tab Miscellaneous (Variables) Tab

Select Fixed Variables Tab

Retrieve & Display:

List of Fixed Variables Names for Master Contract List of Text Associated with Fixed Variables Names

Retrieve List of Billing Offices for Contractor Select Contractor Billing Office

Require Text

Default to First Billing Office in List for Contractor on Conversion and Awarded Bid Contracts Default to Bell South Address for Un-Awarded Bid Contracts

Rules for Fixed Variables

Contract Coordinator Social Security Number (SSN)

Require Text Text Is Editable

Must Belong To An Active Supervisor

Contractor Nickname

Require Text For Conversion And Awarded Bid Contracts Only Editable Before Initially Saving for Conversion Contract Must Be Active Contractor Nickname

Not Editable For Bid Contract

Default To Blank If Bid Contract Is Un-Awarded
Default To Nickname Awarded to The Bid Contract

Start Date

Require Text

Only Editable Before Initially Saving Fixed Variables

Must Have Date Format

Must Be Greater Than Or Equal To Current Date

End Date

Require Text

Only Editable Before Initially Saving Fixed Variables

Must Have Date Format

Must Be Greater Than Start Date

Must Use Termination Function To End Contract Prior

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To Existing End Date

Must Use Extend Function To Change End Date Before Existing End Date

Expiration Date

Require Text

Only Editable Before Initially Saving Fixed Variables

Must Be Greater Than End Date

Automatically Increased When End Date is Extended

District

Require Text

Only Editable Before Initially Saving Fixed Variables

Anniversary Date

Optional with Default of Blank

Editable

Must Have Date Format

Must Be Greater Than Start Date And Less Than End Date

May Be Revised By The Extend Function

Will Be Revised By The Annual Price Adjustment Process

Extension Option

Optional with Default of Blank

Not Editable

Display the Last Action Selected on the Extend Function

Status

Optional with Default of Blank

Not Editable

Display Terminate Status of Contract

CWI Codes Activated

Optional with Default No

Not Editable

Will be revised on Price Worksheet Function

Total Contract Cost Per Authorization

Require A Number Greater Than Zero

For Contract Type Of MM Or Embedded MM

Editable

Must Be Numeric

Default To Zero

Total Line Clearance Cost Per Authorization

Require A Number Greater Than Zero

For Contract Type Of MLC Or Embedded MLC

Editable

Must Be Numeric

Default To Zero

BSW Penalty Indicator

Optional With Default Of NO

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Editable - Allow Values Of YES Or NO
For Contract Type Of MSW Or Embedded MSW

FL Penalty Indicator

Optional With Default Of NO

Editable - Allow Values Of YES Or NO

For Contract Type Of FL Or Embedded FL

Penalty Billing Age Days

Optional with Default Of Zero

Editable - Allow A Number Between Zero and One Hundred

Must Be Numeric, whole numbers

BSW Quality Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

BSW Billing Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

FL Quality Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

FL Billing Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

LC Quality Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

LC Billing Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

MM Quality Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

MM Billing Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

IC Quality Fee Amount

Optional with Default Of Zero

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Editable - Allow A Number Greater Than Zero Must Be Numeric, whole numbers

IC Billing Fee Amount

Optional with Default Of Zero

Editable - Allow A Number Greater Than Zero

Must Be Numeric, whole numbers

TelCo/Contract Indicator

Required With Default Of "C" (contractor)

Editable - Allow Values Of "C" Or "T" (Telco)

Select Miscellaneous Variables Tab

Retrieve & Display:

List of Miscellaneous Variables Names for Master Contract List of Text Associated with Miscellaneous Variables Names

Rules For Miscellaneous Variables

Default Variable Names To Upper Case
Allow Variable Text To Be Mixed Case With Punctuation Marks

Exhibit C (Master Contract)

Display:

Contract Area Tab Supply Centers Tab

Select Contract Area Tab

Display Effective Date

Default To Contract's Start Date

Or Current Date (Whichever Is Latest)

Retrieve & Display:

List of States

List of CMC Codes and Descriptions

Selection Criterion: State, Current Date

List of Contract Numbers To Clone From

Selection Criterion: State, Current Date

List of Existing Wire Centers for The Contract

Selection Criterion: State, Contract Number, Effective Date

Select State

Select CMC Code

Retrieve & Display Wire Centers For Selected CMC

or

Select Contract Number to Clone Wire Centers From Retrieve & Display Wire Centers From Contract Numb r

Must Be in Effect On The Current Date

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or

Open Existing Inspection Pool To Clone Wire Centers From Retrieve & Display Wire Centers From Existing Master Contract Must Be In Effect On The Current Date

Allow Effective Date To Be Changed

Retrieve & Display Wire Centers for Master Contract

Must Be In Effect On "Changed" Effective Date

Disable Wire Centers For Master Contract

When Effective Date Is Prior To Current Date

Enable Wire Centers For Master Contract

When Effective Date Is Prior To Current Date

Select Wire Center (from Selected CMC or Clone From Contract Number) for Master Contract

Display in Wire Center Area For Master Contract

Default Wire Center Area's Start Date to Effective Date

Default Wire Center Area's End Date to Master Contract End Date

De-select Existing Wire Center (Area) for Master Contract

Effective Date Must Be Greater Than Or Equal To Current Date Default End Date to Effective Date if Master Contract Is In Effect Delete Wire Center If Master Contract Has a Future Start Date

Select Supply Centers Tab

Select State

Retrieve CMC Codes For The State

Must Be In Effect On Current Date

Display First CMC From List

Retrieve & Display Inventory Sites For The CMC

Select CMC Code

Retrieve & Display Inventory Sites For Selected CMC

Allow Effective Date To Be Editable

Must Be In Date Format

Retrieve & Display Contract Area Wire Centers

Must Be In Effect On "Changed" Effective Date

Disable Contract Area Wire Centers

When Effective Date Is Prior To Current Date

Enable Contract Area Wire Centers

When Effective Date Is Prior To Current Date

Select Inventory Site

Display Supply Center Area For Master Contract

Do Not Duplicate Supply Center

Select Supply Center

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Retrieve & Display Existing Wire Centers For The Supply

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Select Contract Area Wire Center For Master Contract

Display In Wire Center Area For The Supply Center

Default Start Date To Effective Date

Default End Date To Master Contract's End Date

Wire Center Cannot Be Associated With Another Supply Center

Delete The Supply Center From The Master Contract

Must Hit Delete Button

All Wire Centers Must Be Deleted From Supply Center First

De-Select Supply Center's Wire Center (Area)

Delect Wire Center from Supply Center

Usage Setup (Bid Master Contract)

Retrieve & Display:

List of States

List of Master Contract Types

Select "Has Incumbent" Master Contract

Check "yes" to obtain CWI Codes with Usage from incumbent contract

Allow Usage Start Date (Start Date) to be editable

Must have date format

May be two years prior to current month and year

Must be less than or equal to current date

Allow Usage End Date (End Date) to be editable

Must have date format

Must be greater than the start date

All "Include Prices" to be editable

Check "yes" to include prices from incumbent contract

Encode Incumbent Master Contract Number

"Has Incumbent" must be selected

Usage start date and end date populated

Must be valid for the selected state

or

Search & List Incumbent Master Contract Numbers

"Has Incumbent" must be selected

Usage start date and end date populated

Selection Criterion: State, Contract Type

Select an Incumbent Master Contract Number

Open Usage Conversion

Open Usage Conversion (Usage Report)

Display Usage Warning Messag

Allow Usag Conversion To Be Cancell d

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Continue & Display:

Usage Report As An Microsoft Excel Spreadsheet

Report Title With Bid Contract Number

Report Sub-Title With Usage Start And End Dates

Historical Usage Heading

Bid Usage Heading

CWI, Usage, And Three Extra Columns For Historical Usage

CWI, Usage, And Three Extra Columns For Bid Usage

Retrieve & Display:

Historical CWI Codes And Usage Amount

Must Be From Incumbent Master Contract

Display CWI Code With Non-Zero Usage Amount

Default CWI Code To Blank If "Has Incumbent" Is "No"

Default CWI Code To Blank If No Historical Usage Found

Accumulate Usage Amount Within The Usage Date Range

List CWI Codes In Alphabetical Order

Bid CWI Codes And Usage Amount

Must Be For Bid Master Contract

Display CWI Codes Saved From Cloning Or

Previously Added On Usage Report

Default CWI Code To Blank If No Bid CWI Codes Exist

Display Bid Usage Amounts

Previously Added On Usage Repot

Default Bid Usage To Zero When No Bid Usage Exist

Default Bid Usage To Historical Usage

When Historical CWI Code Matched Bid CWI Code

And Bid Usage Is Zero

List CWI Codes In Alphabetical Order

Allow Bid CWI Codes To Be Editable

Must Be Valid CWI Code For Region

Add CWI Code In Bid CWI Column

Delete CWI Code With Usage In Bid Usage Columns

Change CWI Code

Allow Bid Usage Amounts To Be Editable

Must Be Numeric, Whole Number, Greater Than Or Equal To Zero

Add Usage Amounts In Bid Usage Column

Delete Usage With CWI Code In Bid Usage Columns

Change Usage Amounts

Save Bid Usage CWI Code & Amount Modifications Only

Allow All Excel Functions On Spreadsheet

Display Usage Completion Message

Price Worksheet (Bid Master Contract)

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Display:

CWI Prices Tab (Open)
Cost Adjustments Tab (Open)

Select CWI Prices Tab (Open)

Retrieve & Display:

Select Cost Adjustments Tab (Open)

Retrieve & Display:

Bid Package (Bid Master Contract)

Display:

Bid List Tab (Open)

Assemble Tab (Open)

Edit Tab (Open)

Build Tab (Open)

Select Bid List Tab (Open)

Retrieve & Display:

Select **Assemble** Tab (Open)

Retrieve & Display:

Select Edit Tab (Open)

Retrieve & Display:

Select **Build** Tab (Open)

Retrieve & Display:

Disk Input (Bid Master Contract)

Status (Bid Master Contract)

B Crew (Bid Master Contract)

Terminate (Bid Master Contract)

Open Inspections

Display Open Inspection Pool (Search)

Retriev & Display:

List of States

List of Pool Types

Select State

Select Pool Type

Encode Contractor Nickname

Search & List Inspection Pool Names

Selection Criterion: State, Pool Type, Nickname

Select Inspection Pool Name

or

Encode Inspection Pool Name

Verify Inspection Pool Exists

Open the Inspection Pool (Details)

Display Open Inspection Pool (Details)

Display & Enable:

Pool Name Tab (Open)

Wire Center Tab (Open)

Variables Tab (Open)

Select Pool Name Tab (Open)

Retrieve & Display:

State

Inspection Pool Name

Pool Type

Contractor Nickname

Start Date

End Date

Allow End Date To Be Editable

Verify Data:

End Date Must Have Date Format

End Date Must Be After Start Date

And Greater Than Or Equal To Current Date

And Less Than Or Equal To 12/31/9999

Select Wire Center Tab (Open)

Pool Name, Pool Type, Nickname Must Be Saved

Display Effective Date

Default To Inspection Pool's Start Date
Or Current Date (Whichever Is Latest)

Retrieve & Display:

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List of States
List of CMC Codes and Names
List of Contract Numbers To Clone From
List of Existing Wire Centers For Inspection Pool
(Must Be In Effect On The Effective Date)

Select State
Select CMC Code
Retrieve & Display Wire Centers For Selected CMC

Select Contract Number to Clone Wire Centers From Retrieve & Display Wire Centers From Contract Number or

Open Existing Inspection Pool To Clone Wire Centers From Retrieve & Display Wire Centers From Existing Inspection Pool

Allow Effective Date To Be Editable

Retrieve & Display Existing Wire Centers for Inspection Pool

Must Be In Effect On "Changed" Effective Date

Select Wire Center (from Selected CMC or Clone From Contract Number) for Inspection Pool

Display in Wire Center Area For Inspection Pool Default Wire Center Area's Start Date to Effective Date

Default Wire Center Area's End Date to Inspection Pool's End Date

De-select Existing Wire Center (Area) for Inspection Pool

Default End Date to Effective Date if Inspection Pool Is In Effect Delete Wire Center If Inspection Pool Has a Future Start Date

Select Variables Tab (Open)

Pool Name, Pool Type, Nickname Must Be Saved Retrieve & Display:

Maximum Number

Minimum Number

Sample Percentage

High Stratum Percentage

Number Of Days To Wait Before Sampling

Day Of The Month To Start (Start Date) The Sampling Range

Start Date Of The Last Run Sample Range

End Date Of The Last Run Sample Range

Number Of Facility Locate Sample On Odd Day

Number Of Facility Locate Sample On Even Day

Allow Data To Be Editable:

Maximum Number Minimum Number Sample Percentage

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High Stratum Percentage Number Of Days To Wait Before Sampling Start Date

Verify Data:

Maximum Number must be greater than or equal to Minimum Number Minimum Number must be less than or equal to Maximum Number Sample Percentage must be between 0 and 100 High Stratum Percentage must be between 0 and 75 Number Of Days To Wait Before Sampling Start Date must be between 1 and 29

$\begin{array}{c} \textbf{BELLSOUTH OSPCM}^{\text{TM}} \\ \textbf{OUTSIDE PLANT CONSTRUCTION MANAGEMENT} \end{array}$

FUNCTIONAL SPECIFICATION MODULE:

DESCRIPTION:

- 1

The Outside Plant Construction Management (OSPCMTM) system was developed by BellSouth and is used in conjunction with the construction of communication facilities. Bid & Award is designed to mechanized the bidding process and involves three main aspects of Outside Plant Vendor Master Contract and how they are initially setup and defined in the BellSouth Computer System (OSPCMTM). These aspects are the contract itself, potential contractors with associated information and some parameter maintenance information to administer the BID/AWARD area. Individual Contracts, submitted and discussed in another request for patent area, uses the BID and AWARD module in the bid process.

BID AND AWARD PROCESSES:

Designed to mechanize the bidding process:

- STORES ALL INFORMATION ABOUT QUALIFIED CONTRACTORS
- TAKES EXISTING USAGES TO DETERMINE VOLUME OF THE CONTRACT
- USES OTHER OSPCM INFORMATION TO DETERMINE GEOGRAPHICAL BOUNDARIES OF THE CONTRACT
- SELECTS QUALIFIED CONTRACTORS FOR BIDS
- SELECTS DOCUMENTS FROM REGIONAL CONTRACT MODULE FOR BIDS
- PREPARES A BID PACKAGE WHICK IS BASED ON PC DISK
- AUTOMATES THE RECEIPT OF BIDS BASED ON INPUT FROM DISK INFORMATION PROVIDED BY THE CONTRACTOR
- BUILDS TABLES NECESSARY FOR OTHER OSPCM EXECUTABLES TO WORK BASED ON BID AWARD

Location of the Input Price Worksheet:

- ALLOWS ACCESS TO THE ESSENTIAL PRICE DATA BEHIND EACH CONTRACTOR'S BID (MASTER & INDIVIDUAL)
- ALLOWS THE COORDINATOR TO CONTROL THE STATUS OF THE BIDS AND TO AWARD THE CONTRACT

Maintains government Price Increase Construction (PIC) figures, BellSouth PIC figures, and Inspection Pools. The PIC figures are used with the automatic price adjustment processes. The inspection pools are used to define a geographic area in which to monitor the performance of a contractor and establish some of the parameters that batch processes will use for sampling a contractor's completed work. The inspection pool and parameters must be defined in the system.

FUNCTIONAL SPECIFICATION MODULE:

BENEFITS:

The BID and AWARD processes were designed to mechanize the bidding process, enhance the sampling (inspection) process, maintain prices for new and existing master and Individual bid contracts, and execute the use of PIC figures on annual PIC increases for existing master contractors. Without BID and AWARD mechanized contract bidding, the contractor quality program (inspections), Individual Contract bidding, and annual Price Increase Construction (PIC) increases would not be possible.

BELLSOUTH TELECOMMUNICATIONS ∅ Information Technology

OSPCMTM

Inspections User Guide

PRIVATE/PROPRIETARY
CONTAINS PRIVATE AND/OR PROPRIETARY INFORMATION.
MAY NOT BE USED OR DISCLOSED OUTSIDE
THE BELLSOUTH COMPANIES EXCEPT
PURSUANT TO A WRITTEN AGREEMENT.

Inspections User Guide

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June 1997

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Inspections User Guide

Chapter 1

Introduction to Inspections

Overview

Introduction

The Inspection application enables you to control and manage the inspection process for contractors and managers in the Outside Plant Construction Management System (OSPCM). This includes Buried Service Wire (BSW), Line Clearance (LC), Facility Locates (FL) and Master Miscellaneous (MM) including Routine Work (RW) associated with Outside Plant Contracts. The exception is BSW work done by the Telephone Company (TELCO).

The inspection process consists of the following areas:

- Inspection Generation (either census or sample)
- Reports
- Logging Results
- · Notification of Failures
- Approvals
- · Billing Adjustments
- Management Reporting
- Contractor Ratings

Overview, Continued

About this User Guide

This guide consists of task oriented chapters which address a specific topic. Each chapter uses a consistent structure to make this information easily accessible.

Chapter 1 — Introduction to Inspections provides overview information about using OSPCM. New users should read this chapter carefully before using Inspections. Advanced users may want to review this material to ensure they are aware of all OSPCM functionality. Chapter 1 provides the same information in every OSPCM User Guide, with some information specific to each application.

The rest of the chapters in this guide address a specific part of Inspections.

- Chapter 2 Setting up and Maintaining Automated Census
- Chapter 3 Entering Inspection Results
- Chapter 4 Approving Inspection Defects
- Chapter 5 Obtaining Approvals
- Chapter 6 Inspection Defect History
- Chapter 7 Data Handling

Each chapter consists of a chapter overview and an introduction to each procedure. Each procedure provides step by step instructions with sample screens.

Refer to Audience to determine which chapters are relevant to your position.

Overview, Continued

Conventions

The following conventions are used to describe the procedures in this guide. Make sure you understand these conventions before using this guide.

Terms

| click | press your left mouse button once | |
|--------------|---|--|
| double click | press your left mouse button twice in quick succession | |
| choose | click to access a menu item | |
| select | 1) click a grid item to highlight it 2) place your cursor on a radio button or check box and click to mark it 3) double click on a grid item 4) chose an item from a drop down list | |

Notations

Keyboard characters are represented in bold. Example: Tab and Ctrl.

Menu selections are often represented by their corresponding button or icon. Example: Select Save.



Special Information

Look for these markers for special information

| Note: | provides helpful information |
|------------------|---|
| M ₈ P | provides important Methods and Procedures information that may cause liabilities or have procedural implications. |

Overview, Continued

Audience

Review this chart to see which chapters address procedures associated with your position and job responsibilities. See the Table of Contents for a detailed list of procedures addressed in each chapter.

| Position | 2 | 3 | 4 | 5 | 6 |
|----------------------------|----------|----------|----------|----------|---|
| Core Staff | 1 | 1 | / | 1 | 1 |
| State Contract Coordinator | 7 | 1 | 1 | √ | 1 |
| Construction Supervisor | √ | 1 | 1 | 1 | 1 |
| Maintenance Supervisor | ✓ | 1 | V | 1 | 1 |
| Plant Contract Supervisor | | ✓ | 1 | 1 | 1 |
| Manager | V | 1 | 1 | √ | 1 |

Note: All procedures assume you have completed an Introduction to Windows class and appropriate OSPCM training.

Installation/Setup

Introduction

In order to access OSPCM Inspections, you need the appropriate setup and installation. For information, see *Getting Started with OSPCM*.

About the OSPCM Guide

Introduction

The OSPCM Guide is the "launching pad" for all OSPCM applications. When you access the OSPCM Guide, the following processes occur "in the background" to ensure that OSPCM applications run correctly.

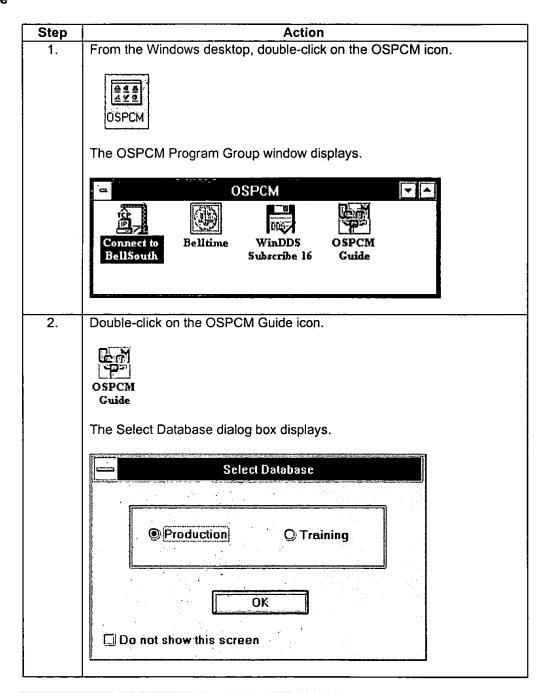
- Sets the database to Production or Training
- Performs security validation based on your Common User Identifier (CUID) and OSPCM password
- Loads environment variables to ensure that OSPCM applications work correctly
- Replicates (copies) portions of the database from the server to the database on your PC (your local database)
- · Initializes the applications you are authorized to use
- Displays the OSPCM Guide so you can open OSPCM applications

When the processes are complete and the OSPCM Guide displays, you can open the OSPCM applications you need. You can also perform the following tasks.

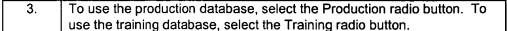
- · Change your state default
- Refresh your local database
- Set training mode
- · Set display options
- · Display the Select Database window at login
- · Change your OSPCM password

Accessing the OSPCM Guide

Use the following procedure to access the OSPCM Guide.

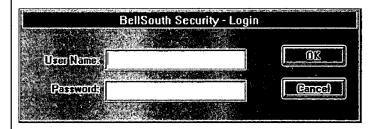


Acc ssing the OSPCM Guide (continued)



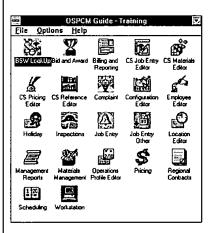
Note: To prevent the Select Database dialog box from displaying when you log in to OSPCM, select the Do not show this screen check box.

4. Select OK. The BellSouth Security Login dialog box displays.



- 5. Enter your CUID and password. Select OK. The OSPCM Guide splash screen displays with the following information in the title bar.
 - Loading Environment Variables
 - Replicating Database
 - · Initializing Applications

When these activities are complete, the OSPCM Guide displays with the applications you are allowed to access.

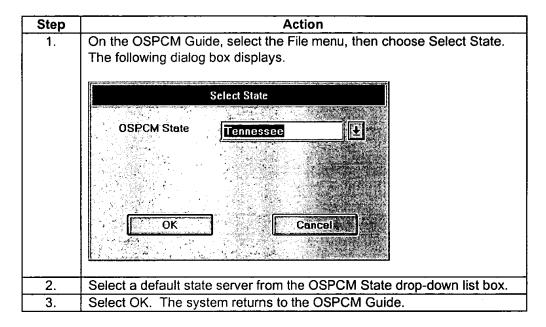


6. To exit the OSPCM Guide, double-click on the control menu. (You can also select the File menu and choose Exit.)



Changing Your State Default

Use the following procedure to change your state default server. (The initial setting is Alabama.) The state server determines what information you see in OSPCM applications. For example, if Tennessee is your default state server and you are using the Inspections application, all information shown in Inspections comes from the Tennessee server.



Refreshing Your Local Database

Use this procedure to refresh the database stored on your PC (your local database) with current data stored on the server. The system automatically refreshes your local database on the following occasions.

- The first time you log in to OSPCM each day
- When you change between the Training and Production servers
- When you log in to OSPCM with a different CUID

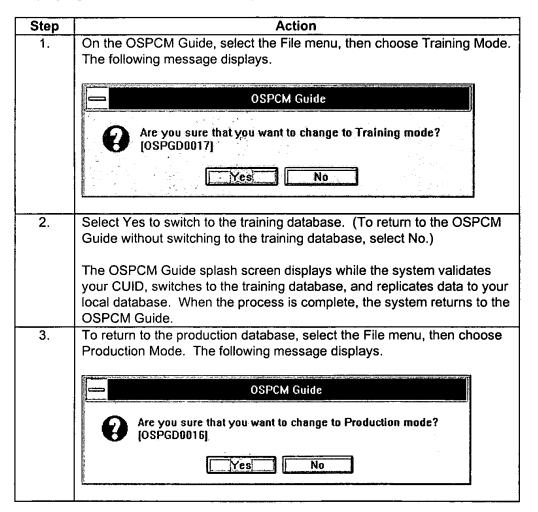
| Action |
|--|
| On the OSPCM Guide, select the File menu, then choose Refresh Local Database. |
| The OSPCM Guide splash screen displays while the system copies (replicates) data from the server to your local database. |
| Replicating Database |
| OSPCM Guide |
| Version 2.0 copyright(c) 1995 Bellicouth. All Rights Reserved. NOT ICE: (Not for use) or disclosure cutsible Bellicouth (without written permission). |
| Copyright(r) (1995) 1996 Bellicouth, All Rights reserved. NOTHCE (NOTHCE USE) Criditations |
| |

Setting Training Mode

Use this procedure to run OSPCM with the training database. (The initial setting is the Production database.)

The training database enables you to learn new procedures without corrupting important live data on the production database. When the training database is selected, a check mark displays next to the Training Mode option on the File menu and OSPCM applications use test data rather than live data. OSPCM continues to run with the training database until you change it back to the production database.

Note: To verify and/or select the database each time you log in to OSPCM, see **Displaying the Select Database Dialog Box**.



About the OSPCM Guide, Continued

Setting Training Mode (continued)

 Select Yes to switch to the production database. (To return to the OSPCM Guide without switching to the production database, select No.)

The OSPCM Guide splash screen displays while the system validates your CUID, switches to the production database, and replicates data to your local database. When the process is complete, the system returns to the OSPCM Guide.

Setting Display Options

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The OSPCM Guide enables you to set the following display options.

- · Select whether the OSPCM Guide is "always on top"
- Select the number of columns displayed on the OSPCM Guide

Always On Top

By selecting Always On Top from the Options menu, you can keep the OSPCM Guide displayed even if you access other application windows. When this option is selected, a check mark displays next to Always on Top on the Options menu.

If you do not need to display the OSPCM Guide at all times, you can turn off Always On Top by selecting it from the Options menu.

Columns Displayed

By selecting Columns Displayed from the Options menu, you can display the application icons in a set number of columns. When you select Columns Displayed, a drop-down list displays for you to select 3, 4, 5, or 6 columns. (The currently selected number has a check mark next to it.)

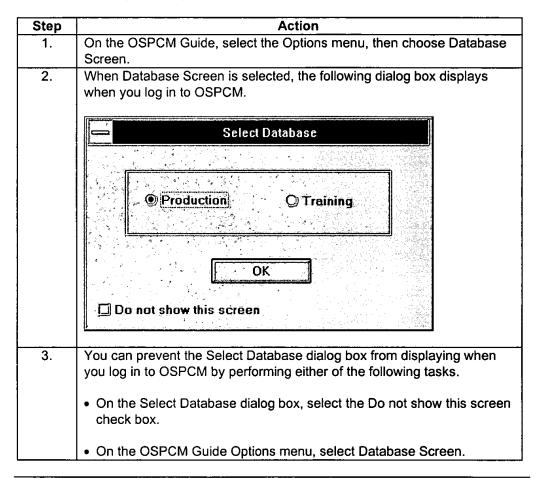
Note: The number of columns cannot exceed the number of application icons available. For example, if you only have two application icons and you attempt to set the number of columns to six, the system defaults to the number of icons available.

About the OSPCM Guide, Continued

Displaying the Select Database Dialog Box Use this procedure to display the Select Database dialog box each time you log in to OSPCM. (The initial setting is active.)

When Select Database is active, a check mark displays next to Database Screen on the Options menu. Each time you log in to OSPCM, a dialog box displays so you can select the training or production database.

Note: To switch between the production and training databases from the OSPCM Guide, see **Setting Training Mode**.



About the OSPCM Guide, Continued

Changing Your OSPCM Password Use this procedure to change your OSPCM password.

| Step | Action |
|------|---|
| 1. | On the OSPCM Guide, select the Options menu, then choose Password. The Change Password dialog box displays. |
| | Cuid Old Password New Password New Password Cancel |
| 2. | Enter your CUID in the Cuid field and press Tab . |
| 3. | Enter your old password in the Old Password field and press Tab . |
| 4. | Enter your new password in the first New Password field and press Tab . |
| 5. | Re-enter your new password in the second New Password field. |
| 6. | Select OK. Your password is changed. The system returns to the OSPCM Guide. |
| | To return to the OSPCM Guide without changing your Password, select Cancel. |

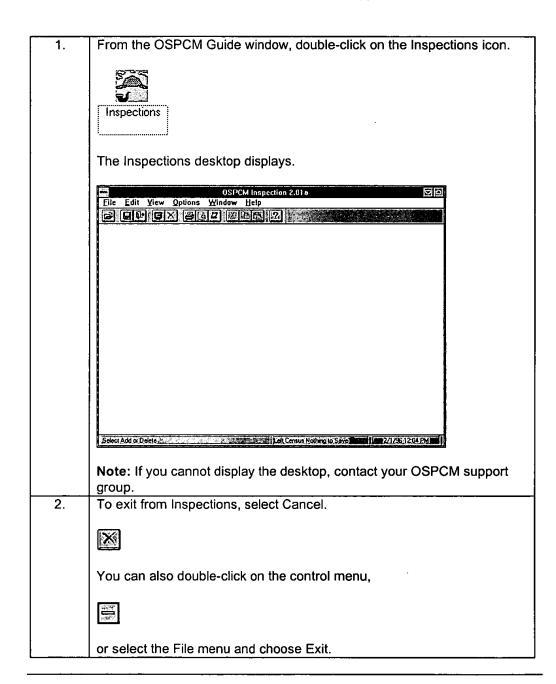
Accessing OSPCM Inspections

Introduction

You access Inspections functions from the OSPCM Inspections window, hereafter known as the Inspections desktop.

Accessing Inspections

Use the following procedure to access the Inspections application.



Setting User Screen Preferences

Introduction

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OSPCM Inspections provides the ability to change screen preferences. The following capabilities are provided.

- · Select display attributes
- Select the state, Construction Management Center (CMC) and inventory site where you work
- Save your settings on exit so that your selections are displayed each time you use the Inspections application
- · Select View menu attributes

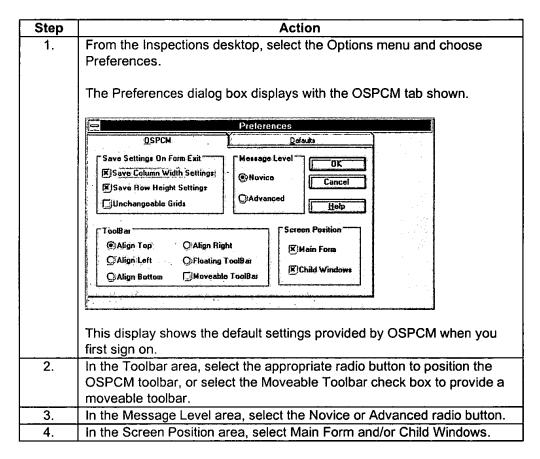
When you first use the application, the message level is set to <u>Novice</u>. This means that error and message boxes are prominently displayed. You can change the message level to <u>Advanced</u>, but then errors and warnings are displayed at the bottom of the display, and they are not as obvious. You should be very familiar with the system before changing the message level to Advanced.

Once new user preferences are set, they display whenever you use OSPCM Inspections.

Setting User Screen Preferences, Continued

Select Display Attributes

Use the following procedure to select display attributes.

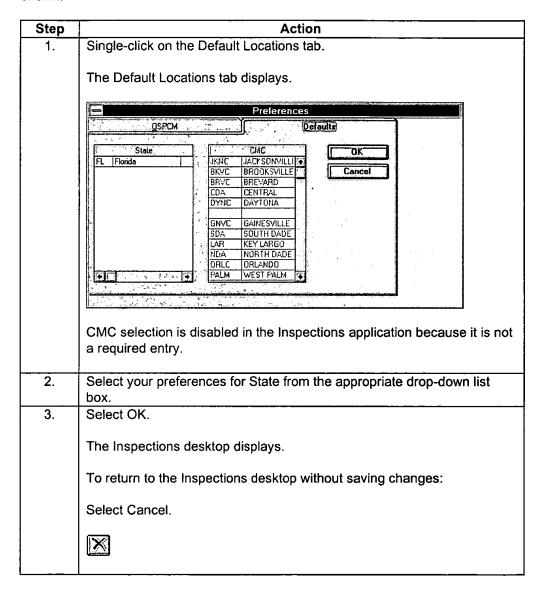


To set the state, Construction Management Center (CMC) and inventory site, see the next procedure, **Select Default Settings**. To save your settings when you exit Inspections, see **Save Settings on Exit** on page 1-19.

Setting User Screen Preferences, Continued

Select Default Settings

Use the following procedure to select default settings for state. This procedure assumes that you have the Preferences dialog box displayed with the OSPCM tab shown.



To save your settings when you exit Inspections, see the next procedure, **Save Settings on Exit**.

Setting User Screen Preferences, Continued

Save Settings on Exit

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The columns and rows on OSPCM windows (and the windows themselves) are set to a certain size by the program. This is known as the default setting. However, OSPCM enables you to resize columns and rows (and windows).

Using the mouse, you can make columns and rows on a window smaller or larger by single-clicking on a grid line and dragging it until the column or row is the size you want. You can drag horizontal and vertical grid lines to make rows wider or narrower.

In addition to resizing columns and rows, you can resize the windows themselves by single-clicking on the window border and dragging it until the window is the size you want or by using the control boxes in the top right corner to enlarge and reduce windows.

Save Settings on Exit enables you to keep windows the way you sized them. Each OSPCM program has an Options pull-down menu that includes Save Settings on Exit. When Save Settings on Exit is active, a check mark () displays and windows, columns and rows remain the way you sized them. When Save Settings on Exit is inactive, no check mark displays and windows, columns and rows return to their default settings.

Each time you open a program, OSPCM defaults Save Settings on Exit to active.

Select View Menu Attributes

The View menu allows you to choose whether or not to display the following attributes of the desktop.

- Toolbar
- Status Line

When you first access Inspections, the status line and toolbar display. When you select the View menu, a check mark (\checkmark) displays next to the item that is active. By selecting one of the items from the View menu, you turn the attribute off, and the check mark no longer displays.

It is recommended that you leave the toolbar and status line displayed.

Using OSPCM Inspections

Introduction

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The following design features are provided to help you perform OSPCM tasks.

- Online Help
- Short Cut Keys
- · Highlighted Required Fields
- Navigation Features
- Scrolling Capability
- · Error Messages

Online Help

OSPCM Help provides information about fields, windows, dialog boxes and procedures. It also provides a glossary of commonly used terms, a search feature and information about Microsoft Help.

The following table provides a quick reference for using Help within OSPCM Inspections.

| If you | You can |
|--------------------------|--|
| Need to find information | Choose one of the following. |
| | Comboute from the Help many. |
| | Contents from the Help menu |
| | The Help button from the tool bar |
| | A help topic from of a list of green-colored links |
| | Search from the Help menu |
| Need help about a field | Choose one of the following. |
| | Move your cursor to the field and press F1 |
| | The Field topic in the non-scrolling area |
| | Search from the Help menu |
| Need to perform a task | Choose one of the following. |
| | Cue Cards from the Help menu, then select a procedure topic from the displayed list The Procedure topic in the non-scrolling area of a |
| | window or dialog box |
| | Search from the Help menu |
| Need to exit Help | Choose one of the following. |
| | The Exit button on the Help tool bar |
| | Press the Esc key |

Using OSPCM Inspections, Continued

Using Shortcut Keys

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Like most Windows programs, OSPCM gives you a choice about how to perform certain actions. For some actions, you can either single-click on a toolbar button using the mouse or press keyboard keys, depending on your preference.

Keyboard shortcuts involve pressing two or more keys at the same time. For example, **Ctrl + P** means that you press **Ctrl** and **P** at the same time.

Use the following table to learn about the keyboard shortcuts available in Inspections.

| Toolbar Button | Shortcut Key | Description |
|-------------------|-----------------|--|
| X | Ctrl + E | Cancel Closes the current window. |
| | Ctrl + R | Refreshes the current display. |
| | Ctrl + P | Print Displays a Print dialog box which provides options for printing. |

Using OSPCM Inspections, Continued

Highlighted Required Fields

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On all windows and dialog boxes within OSPCM Inspections, all required fields are <u>underlined</u>. These fields must be completed or an error message displays when you try to exit the window or dialog box.

Navigation Features

You can navigate through OSPCM Inspections windows and dialog boxes using the following methods.

- Mouse
- Tab Forward
- Shortcut Keys (an initial capitalized letter on a field name combined with the Alt key (e.g., Alt + S)

Procedures within this user guide explain how to use OSPCM using the <u>mouse</u> to navigate. You may desire to use another method.

Scrolling Capability

On many of the windows and dialog boxes that contain grid areas, horizontal and vertical scroll bars are provided. Use these scroll bars to view all fields within the grid area.

Error Messages

Messages communicate information about the OSPCM system. For each message type there is a corresponding sign or icon as shown in the table below.

| For message type of | The following sign is displayed |
|---------------------|---|
| Error | |
| Warnings | or (Question marks are used when the message is in the form of a question, such as Are you sure you want to delete this information?) |
| Informational | 1 |

Chapter 2

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Chapter 2

Setting Up and Maintaining Automated Census

Overview

Introduction

The Census screen is used to select specific CWIs for the system to automatically census. When you set up the automated census, you identify the CWIs that will be marked for census within a CMC or a group of CMCs. When a substep containing the marked for census CWI is completed and invoiced, it will be included in the inspection process for that period. You can delete any census item which has not been statistically selected for inspection, or invoiced for quality and/or billing fees.

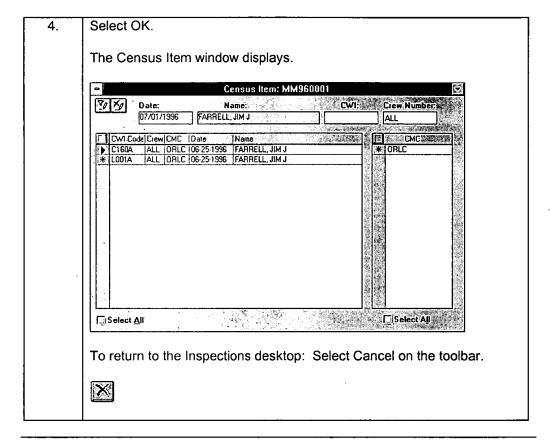
Opening the Census Window

Use the following procedure to open the Census Item window.

| Step | Action |
|------|---|
| 1. | From the Inspections desktop, select the Open button and choose Census. |
| | |
| | You can also select the File Menu and choose Open and then choose 'Census.' |
| | The Open Census dialog box is displayed. |
| | Open Census |
| | State: FL |
| | Contract MM960001 |
| | The state field is prepopulated. |
| 2. | To change to state, select a new state from the State Drop-Down List box. |
| 3. | Enter a contract number in the Contract Number field or select from the drop-down list box. |

Overview, Continued

Op ning the Census Window (continued)

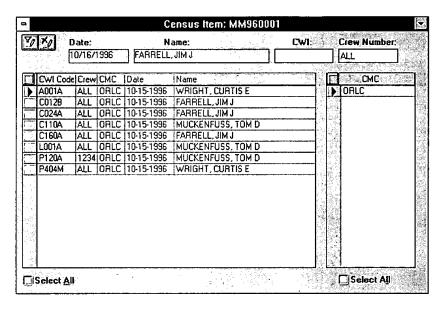


Adding and Deleting CWI Codes

Overview

The ability to add or delete a CWI Code is restricted to BellSouth Management employees. The following actions can be performed.

Adding a New CWI Code
Adding a CMC to an Existing CWI Code
Deleting a CWI

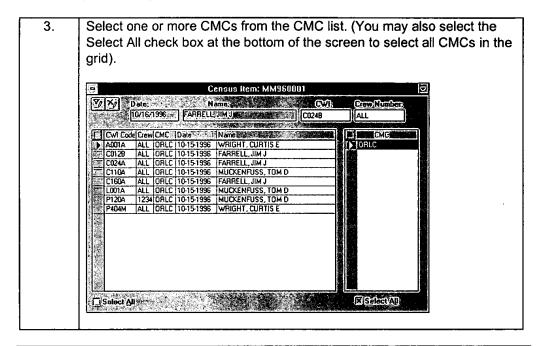


Adding a New CWI Code

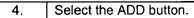
Use the following procedure to add a new CWI code.

| Step | Action |
|------|---|
| 1. | From the Census Item window, enter a CWI in the CWI field. |
| 2. | Enter a Crew Number in the Crew Number field. (ALL is the default.) |
| | Note: A crew number of ALL will select all occurrences of the CWI in the specified CMC. |

Adding a New CWI Code (continued)

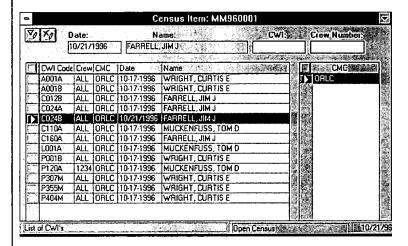


Adding a New CWI Code (continued)





The CWI grid is redisplayed with the selected data.



Entries are created in the CWI grid for the CWI, crew number and CMC (or CMCs) selected. If a selected item is a duplicate of an existing census selection, the existing CWI will be highlighted. If ALL was selected in the Crew Number field, the CWI grid contains one entry for each CWI and CMC combination.

The full name of the user and current date are added to the Name and Date fields under the CWI grid columns.

Adding a New CWI Code (continued)

To save the additions, select Save. 5.



Select Save and Close to save changes and return to the Inspections desktop.

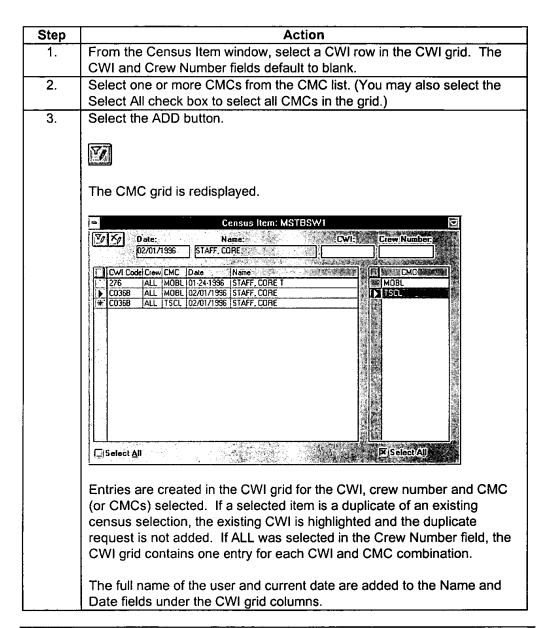


To return to the Inspections desktop without saving changes: Select cancel.



Add a CMC to an Existing CWI Code

Use the following procedure to add a CMC to an existing CWI code.



Add a CMC to an Existing CWI Code (continued)

4. To save the additions, select Save.



Select Save and Close to save changes and return to the Inspections desktop.

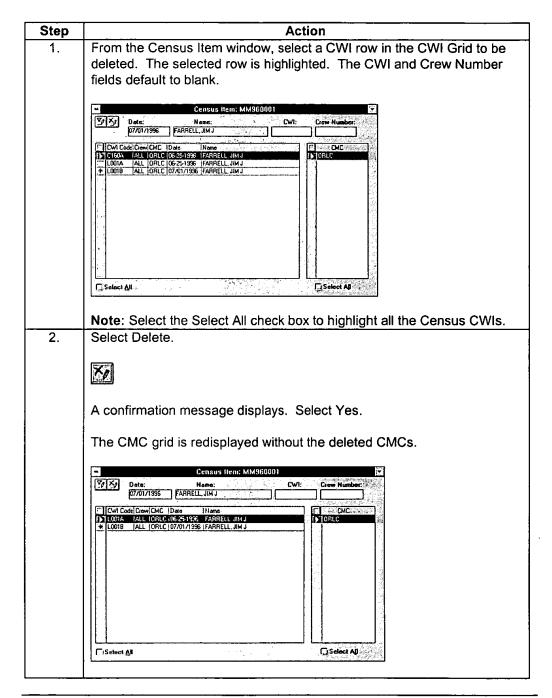


To return to the Inspections desktop without saving changes: Select Cancel.



Deleting a CWI

Use the following procedure to delete a CWI.



D I ting a CWI (continued)

**, * * , * ..

3. To save the deletions, select Save.



Select Save and Close to save changes and return to the Inspections desktop.



To return to the Inspections desktop without saving changes:

Select Cancel.



Chapter 3

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| Accessing Inspection Results on the Server | 3-2 |
| Accessing Inspection Results Offline | |
| Filtering the Inspection Results Search | 3-5 |
| Entering Inspection Results | 3-8 |

Chapter 3

Entering Inspection Results

Overview

Introduction

After the batch job has selected the steps and/or substeps to be inspected, the results of the field inspections can be entered. Users are notified that steps and/or substeps are ready to be inspected with an Open Mail message created from the batch job. The Open Mail message is sent to the Resource ID populated in the inspection record from the database.

Users can access Inspection Results online from the server or offline from a laptop. All comments and defects are recorded at a substep level. A status of Pass or Failure is recorded at the substep level. You must provide comments for a defect and determine if rework is required. The contractor will communicate a response to a defect on the Inspection Defect window.

The capability to report inspection results is restricted to BellSouth employees.

Entering Inspection Results

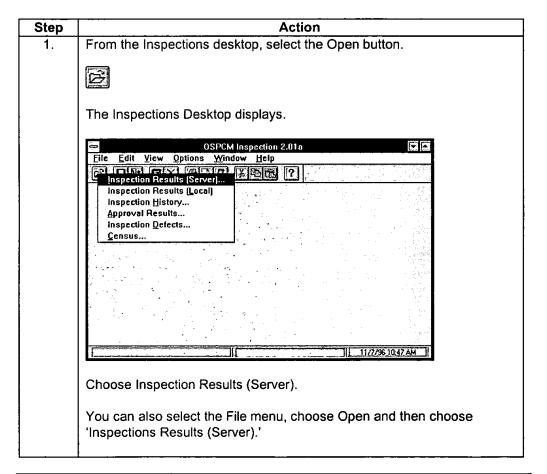
Introduction

This section addresses these procedures:

Accessing Inspection Results on the Server Accessing Inspection Results Offline Filtering the Inspections Results Search Entering Inspection Results.

Accessing Inspection Results on the Server

Use the following procedure with a PC to access Inspection Results online on the server.



Accessing Insp ction R sults on the Server (continued)

| 2. | The Open Inspections window displays. | |
|------------------|--|--|
| Open Inspections | | |
| | Select By Restrict by Pool Type Pool Type (Name BSW TEST BSW BSW TESTING LC TESTING LC TESTING MM TEST MM MM T | |
| 3. | The Open Inspections window displays with the Resource ID and State prepopulated. The Resource ID can be overtyped or modified as needed. The remaining fields on the screen are not prepopulated and can be used to limit the display list on the Open Inspections window. | |
| | Note: See Filtering the Inspection Results Search. | |

Accessing Inspection Results Offline Use this procedure with a laptop to access Inspection Results locally. Use this procedure after you have downloaded the appropriate information from Inspections. See **Chapter 7** — **Data Handling** for information about downloading and uploading inspections.

From the Inspections desktop, select the Open button The Inspections Desktop displays. e Edit Yiew Options Window Help Inspection Results (Server).... #25 [3] [7] Inspection Results (Local) Inspection History... Approval Results Inspection Defects... Choose Inspection Results (Local). You can also select the File menu and choose Open and then choose 'Inspections Results (Local).' 2. The Open Inspections window displays. The State and Resource ID fields are prepopulated. Rednict by Pool Lype : **** (Capad) (Capad) Make sure the correct Resource ID is displayed. You can overtype the 3. Resource ID if needed. The remaining fields on the screen can be used to limit the display list on the Open Inspections window.

Continued on next page

Note: See Filtering the Inspection Results Search.

Accessing Insp cti n R sults Offlin (continued)

Filtering the Inspection Results Search

You can filter your search for inspection results by using the following fields.

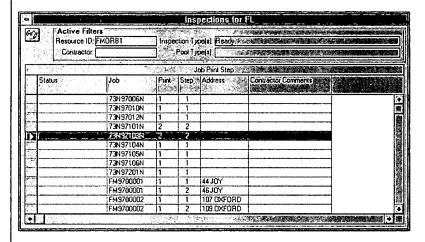
- Resource ID
- Contractor
- Job, Print, and/or Step
- Restricted Pool Type

| Step | Ac | tion |
|----------------------------------|---|--|
| From the Open Inspections window | | |
| 1 | IF | THEN |
| | You want to filter by Resource ID. | From the Open Inspections window, enter a resource ID in the Resource ID field. Go to step 2. |
| | You want to filter by Contractor. | From the Open Inspections window, enter a resource ID in the Resource ID field and a valid contractor's nickname in the Contractor field. Go to step 2. |
| | You want to filter by Job/Print/Step. | From the Open Inspections window choose one of the following. |
| | Note: After the first character is entered into the Job Number field, the Resource ID field displays blank. | Enter a Job number. Enter a Job number and a Print number. Enter a Job number and a Print number, and/or a step number. Go to step 2. |
| | You want to filter by Restricted Pool Type. | From the Open Inspections window, enter either a valid Resource ID or Job Number. Select one or more pool type(s) from the Restricted Pool Type grid. Go to step 2. |
| | | from the Restricted Pool Type grid. |

Filtering the Insp ction R sults Search (continued)

- 2. Select one or more of the following check boxes in the **Inspection Type** area.
 - Ready
 - Appeal
 - Rework
- 3. Select OK.

The Inspections for <state> window displays.



Your filter selections from the Open Inspections window display at the top of the screen:

Resource ID Inspection Type(s)
Contractor Pool Type(s).

Note: If your filter selection is by Job, Print, and/or Step, the Resource ID and Contractor fields will display as Job, Print and Step.

The Job Print Step grid displays the following fields:

Status—Displays LOCKED if the step is downloaded

Job—Job authorization number

Print—Print number

Step—Step number

Address—BSW address, from EWO/CAS Gateway address fields Contractor Comments—Contractor's comments from contractor's completions input in Billing and Reporting.

Press F1 for a detailed description of these fields.

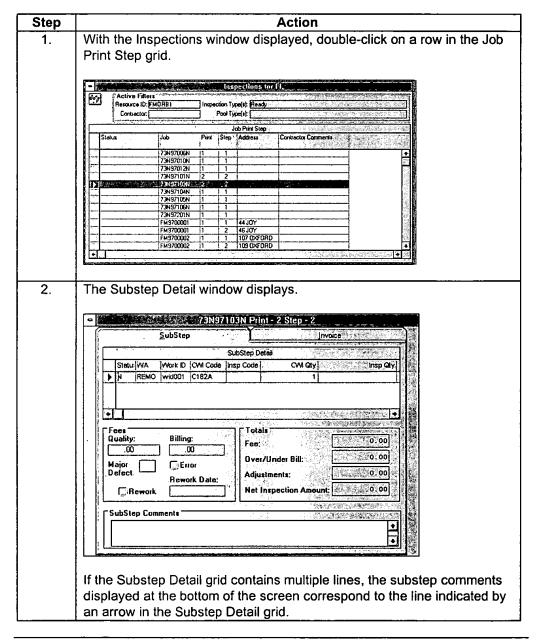
Filtering the Inspection Results Search (continued)

| 4. | To return to the Inspections desktop: |
|----|---------------------------------------|
| | Select Cancel. |
| | |
| | |

Entering Inspection Results

Use the following procedure to enter inspection results. The substep screen has three basic parts.

- A grid listing CWIs and amounts as reported by the contractor.
- A place for applying inspection fees and requesting rework by the contractor.
- · A section for comments about inspection for each substep.

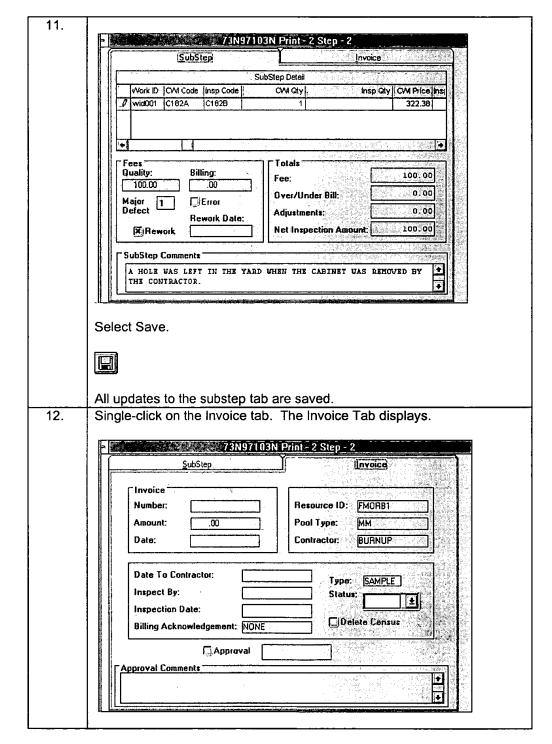


Entering Inspection R sults (continued)

| 3. | Single-click on the Substep tab (if not already displayed). |
|-----|---|
| 4. | Enter a CWI code in the Inspd Code column if different than originally billed (modifiable). |
| 5. | Enter a quantity in the Insp Qty column if different than the original quantity billed (modifiable). |
| 6. | Single-click in the Suppress column to suppress. This will prevent the system from calculating a billing difference if CWI quantities are within variance. This field defaults to No. If the Suppress field is not visible, click the right arrow at the bottom of the Substep Detail grid. Note: All other fields in the Substep Detail grid are read only. |
| 7. | Enter the number of major defects in the Major Defects field (if applicable). You can enter a number from 1-99. A dollar amount calculated from the appropriate quality fee amount from the Bid and Award Fix Variable Screen will populate in the Fees Quality field when the major defects field is tabbed out of. |
| 8. | If there was an error in billing, single-click on the Error check box. A dollar amount calculated from the appropriate billing fee amount for the Bid and Award Fix Variable screen will populate in the billing field when the error box is clicked. |
| | Note: Inspection fees should not be imposed on contractors with a quality rating of excellent (95% or higher) for the preceding three months average. If the contractor's rating falls below 95% in a 3 month rating period, these fees may be resumed. Continue to report defects by reporting a failure status code in the status field on the invoice tab, even when fees are not imposed. If the contractor has an excellent rating, do not report major defects and errors in the fees section on the substep tab. |
| 9. | If rework is required, single-click on the Rework check box. |
| 10. | Enter substep comments in the Substep Comments field. This field is required if major or billing error defects are marked. |



Ent ring Inspection Results (continued)



Entering Inspection R sults (continued)

| 13. | Enter or select a status code in the Status drop-down list box. | The |
|-----|---|-----|
| | following codes are valid. | |

- P—Step passed Inspection.
- Q—Step Failed due to quality defect but defect does not have to corrected by the contractor.
- O—Step Failed due to over/under billing.
- B—Step failed for both a quality defect and a billing defect. The quality defect does not require correction.
- R—Step failed for a quality defect and requires a reinspect by the field supervisor after defect is corrected.
- X—Step failed for both a quality defect and a billing defect. The quality defect requires correction.

If the rework box has been selected on the substep screen, a status of R or X only can be selected in the status field on the Invoice tab. Once the contractor populates a rework date in the Rework Date field on the substep tab, a re-inspection should be made by the Plant Contract Supervisor. If the inspection of the rework is acceptable, the R or X status should be changed to O, Q, or B, not P.

Note: A status code change from failure (Q, O, B, R, or X) to Pass (P) will result in a warning message. Select Yes to change the code, or No to return to the Status drop-down list box.

14. Enter an inspection date in the Inspection Date field if different from the current date. The date must be prior to the current date.

Note: If no date is entered, the Inspection Date is automatically populated with the current date.

Entering Inspection Results (continued)

15. If this is a census inspection, you can delete the census by selecting the Delete Census check box. However, if there is a fee or over/under bill amount, an error message is returned and the change is not allowed. 73N97103N Print - 2 Step - 2 SubStep Invoice Resource ID: FMORB1 Number: Pool Type: Amount: .00 Date: Contractor: BURNUP Date To Contractor: 03/19/1997 Type: SAMPLE Inspect By: XXXXXXX Status: Inspection Date: 03/19/1997 □Delete Census Billing Acknowledgement: NONE [[Approval Approval Comments 16. To save your changes and return to the Inspections desktop: select Save and Close **₽** To return to the Inspections desktop without saving changes: select Cancel. X If you made changes, you are prompted to save when you select Cancel.

Chapter 4

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Inspection Defects

Overview

Introduction

All inspection defects are reported to the contractor, who will review all his open defects. Any reworks will have to be done and the completion date reported to Telco.

When quality or billing fees are assessed, a billing acknowledgment of accept or appeal is expected from the contractor within a contractual number of days. This information can be entered by the contractor or BellSouth employee.

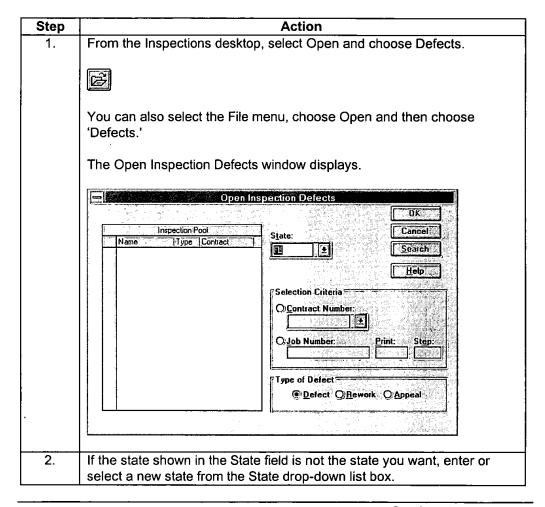
Acknowledging Inspection Defects

Introduction

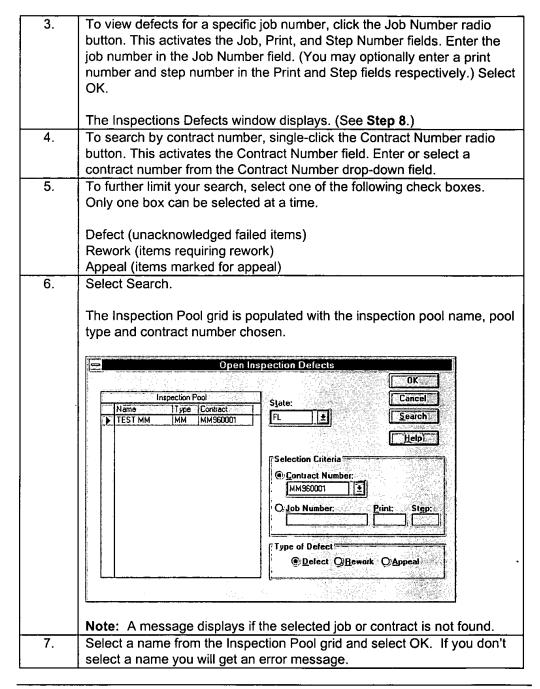
The contractor reviews defective job step details and fee assessments, and enters the billing acknowledgment and rework completion date. The contractor is allowed access only to job, print, step and substeps for his contractor firm. Once a rework item has a rework date recorded, the item can no longer be selected as a defect.

Open Inspection Defects

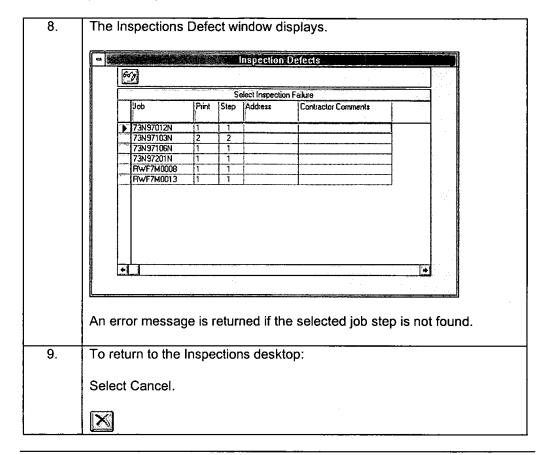
Use the following procedure to review and acknowledge defects.



Open Inspection Defects (continued)

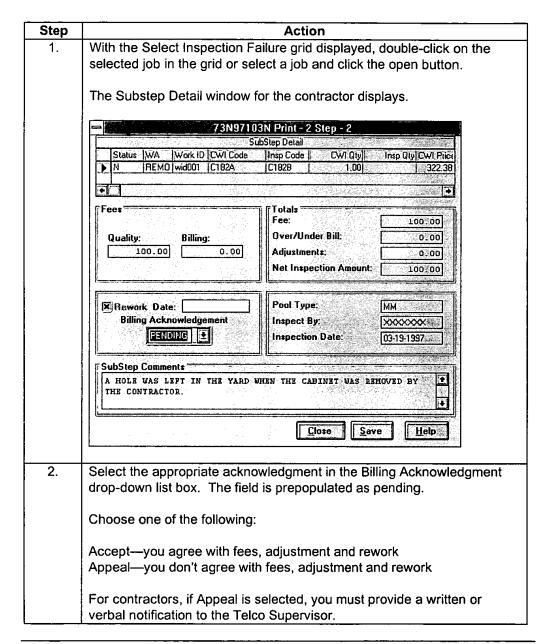


Open Inspection D f cts (continued)



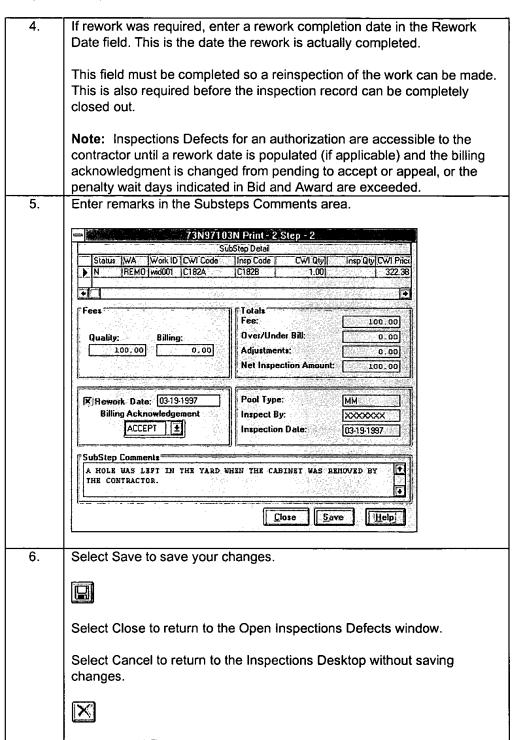
View Defect Details

Use the following procedure to view defect details as shown on the previous page.



View D f ct D tails (continued)

· • · · • •



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Obtaining Approvals

Overview

Introduction

Approval is required for failure inspections with quality and/or billing fees assessed, regardless of the net amount (even if zero). The Telco manager will retrieve all failure inspections, including appeals, which are eligible for approval, and may enter an adjustment amount to offset the quality and billing fee assessments made by the inspector.

Comments can be provided to justify the management decision on the approval. The comments and adjustment may be made separately or at the time of the approval. If the net amount is not zero, a billing adjustment invoice will be generated after the approval is processed.

Inspection Approval

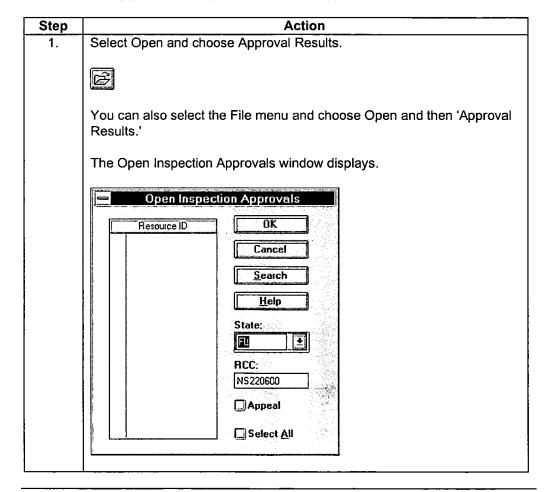
Inspection Approvals Window

A BellSouth Manager is authorized to approve inspection Items with a fee assessment for any of the following failure status codes. Inspections with a net inspection amount of zero will not be sent to Inspection Approvals.

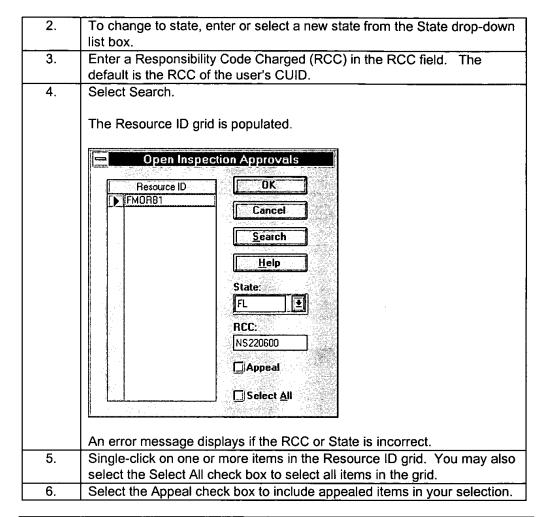
- Q-Quality
- O-Over/under billing
- B-Both quality and billing
- R—Rework—quality requires reinspection
- X—Rework—quality and billing

Once an inspection failure is approved, the item can no longer be selected under Approval section of Inspection. Use Inspection History to view records after approval.

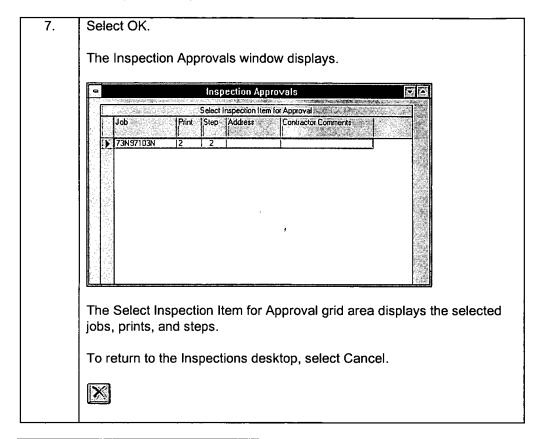
Use the following procedure to perform inspection approvals.



Inspection Appr vals Window (continued)

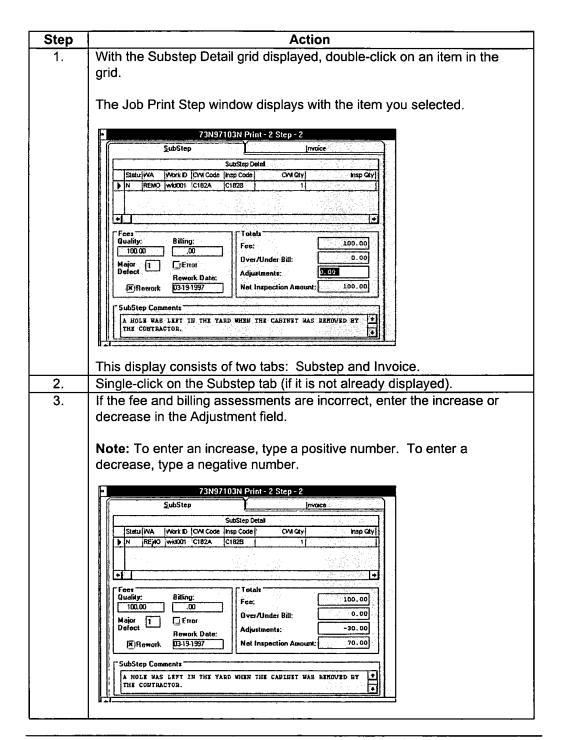


Inspecti n Approvals Window (continued)

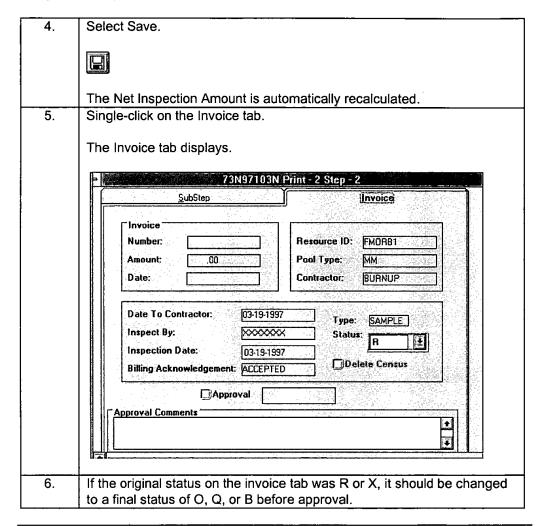


Approving Failures

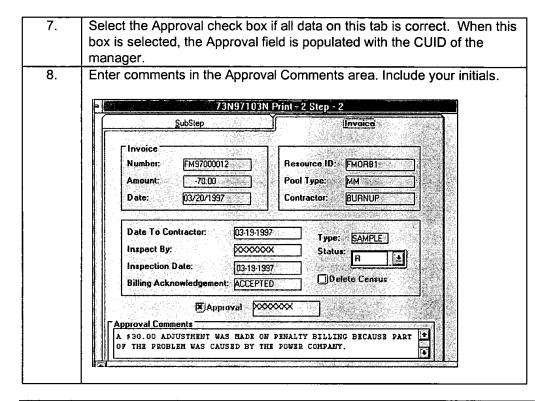
Use the following procedure to approve an inspection failure.



Approving Failures (continued)



Approving Failur s (continued)



Approving Failures (continued)

.....

 To save the approval and return to the Substep Detail grid, select Save and Close



If there are no errors, the results are stored and an adjustment invoice is generated.

To save and stay on the Invoice tab, select Save.



The data on the tab is refreshed. If you selected the Approval check box, the invoice number, amount and date are populated on the Invoice tab.

If you did not select the Approval check box, the adjustment invoice is not generated. (See the screen example on the previous page.)

Note: The screen cannot be modified after it has been saved with the Approval box checked.

To return to the Inspections desktop without saving the approval, select Cancel.



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Inspection Defect History

Overview

Introduction

Once a final status is entered and approved, the defect is archived and is no longer available for viewing from the Inspections Results window.

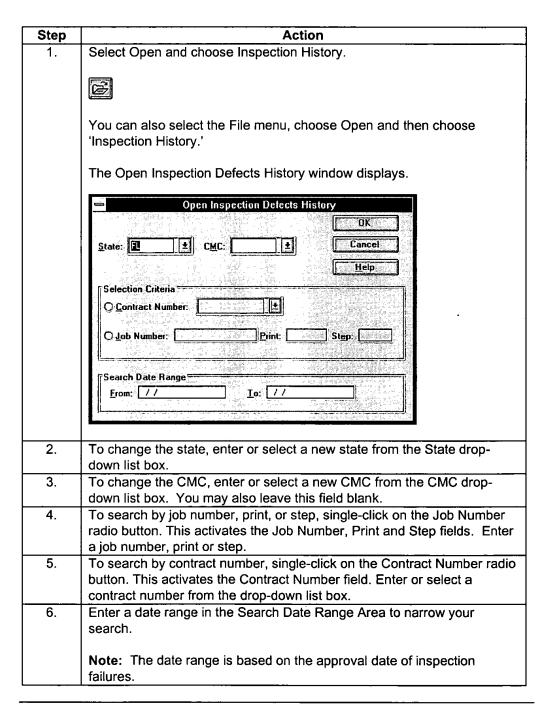
The contractor can review any defects that are no longer open (i.e., have an approved final failure status) by accessing the Inspection History window. The contractor can access only defects relating to his firm.

ATLLIB01 656089.1

Viewing Inspection Defect History

Inspection **History** Window

Use the following procedure to examine inspection defect history.

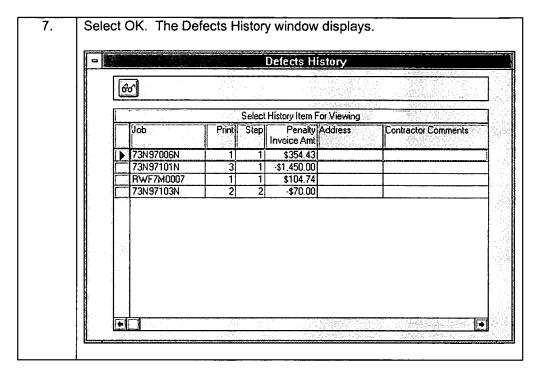


Continued on next page

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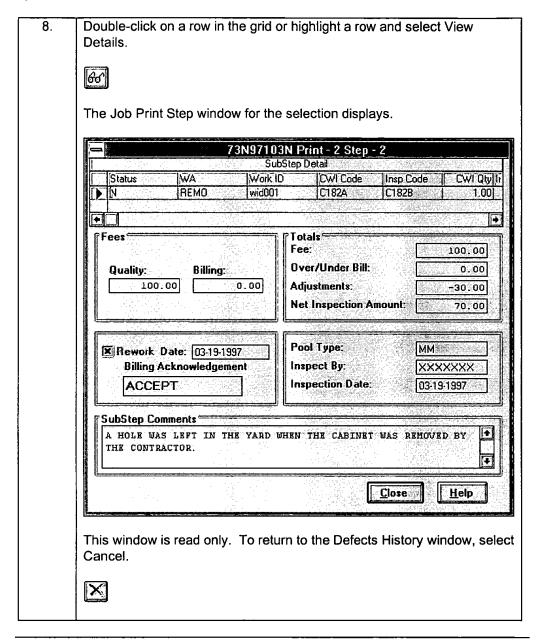
Viewing Inspection Defect History, Continued

Insp ction History Window (continued)



Viewing Inspection Defect History, Continued

Insp ction History Window (continued)



Ban Palesannata B. mil.

Chapter 7

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Data Handling

Overview

Introduction

Users may download inspections to a laptop for remote entry of results while in the field. The results are then uploaded to the system when the PC is reconnected to the system.

In the event that a problem arises regarding locked records previously downloaded to a PC, users can contact their designated headquarters staff manager for assistance in getting these records unlocked and restored to the sever. The Headquarters Staff Manager has access to the unlocking feature of Data Handling.

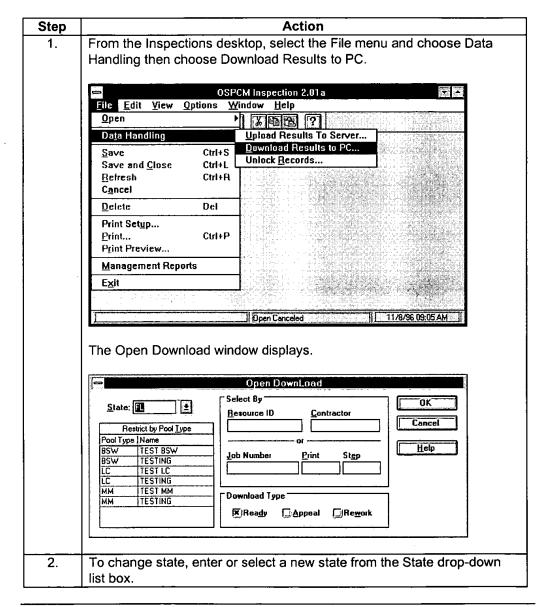
Downloading and Uploading Inspections

Introduction

You can download inspection information from the server to work offline. Then you can upload the information back to the server.

Downloading Data

Use the following procedure to download data.



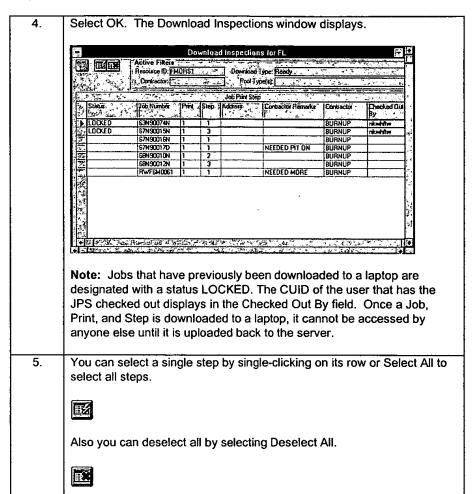
Downloading Data (continued)

You can initiate a download by entering data by Resource ID, Resource ID/Contractor, combinations of Job/Print/Step, and by pool type.
 Resource ID or Job Number is mandatory.

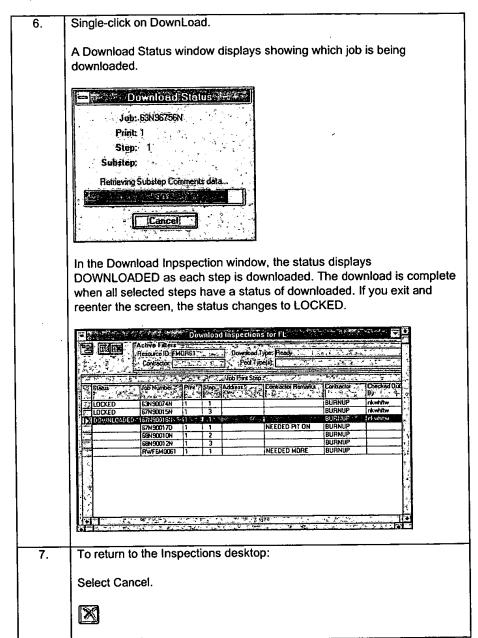
Use the table below to determine your next step.

| IF you download by | THEN |
|--------------------|----------------------------------|
| Resource ID | Enter a Resource ID number in |
| | the Resource ID field. |
| Contractor | Enter a Resource ID number in |
| | the Resource ID field and a |
| | contract number in the |
| | Contractor field. |
| Job/Print/Step | Enter a Job number, Print |
| | number, and/or Step number in |
| | the corresponding fields. |
| Pool Type | Click on a pool type in the |
| | Restricted Pool Type Box and |
| | enter a valid resource ID or job |
| | number. Select one or more |
| | pool types from the Restricted |
| | Pool Type grid. |

Downloading Data (continued)

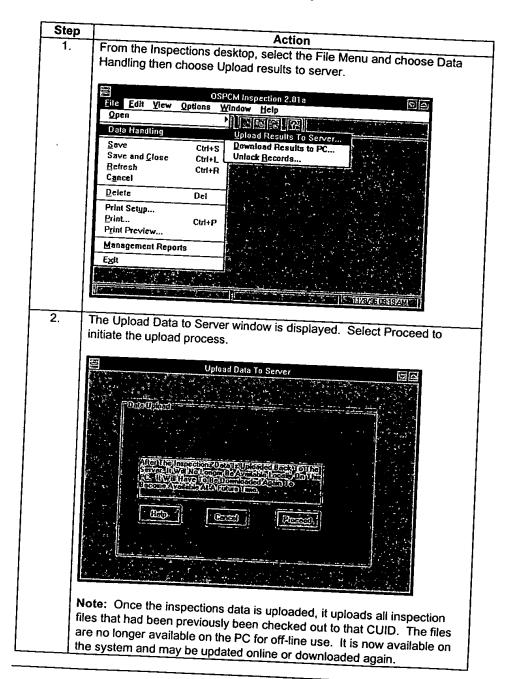


Downloading Data (continued)



Uploading Data

Use the following procedure to upload data to the system.



Uploading Data (continued)

| 3. | To return to the Inspections desktop: | |
|----|---------------------------------------|--|
| | Select Cancel. | |
| | | |

Unlocking Re pords

Introduction

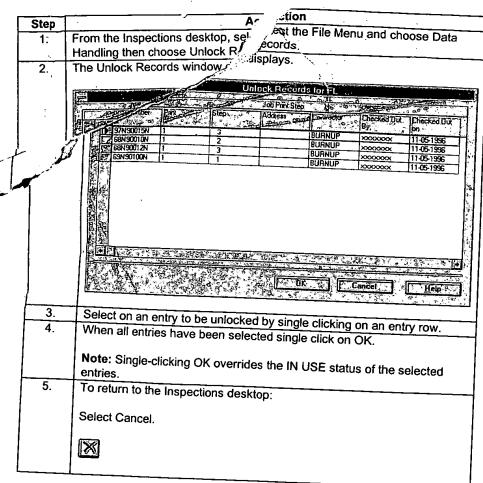
The United Records option is used by a designated inspect to records that are currently downloaded to back to server. This function is assigned to only level and finnet be performed by field forces.

neadquarters manager to unlock PC and cannot be uploaded the appropriate OSPCM security

Accessing the Unlock Records Option

Use the following procedure to unlock downloaded is

hspection data records.



06/23/¢

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Inspections User Guide

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